

The TPB requires that all tax practitioners take appropriate POI steps prior to providing tax agent services and BAS services, and on an ongoing basis, as appropriate.

Similarly, in circumstances where an individual is representing a client (including individual and non-individual clients) in engaging a tax practitioner (an individual representative), the tax practitioner must also take steps to ascertain and verify the individual representative's identity, and the authority for the individual representative to engage the tax practitioner on behalf of the client.

01. Identity Document - Please provide a certified copy of one of the following

Certified Passport

If you are unable to provide a certified Passport, the below IDs are acceptable alternatives;

- Certified National ID Card
- Certified Certificate of Identity
- Certified Firearms License

Drivers Licence

A Drivers Licence must be accompanied by one of the following supporting certified documents*;

- Recent Bank Statement

02. Address document - Please provide a copy of one of the following

Proof of Address Document

- A recent bank statement sent to your residential address, no more than 12 months old
- A recent utilities bill sent to your residential address, no more than 12 months old

03. Individual representative on behalf of a non-individual client/entity or trust

The non-individual client's full name and;

- Australian Business Number (ABN)
- Australian Company Number (ACN)
- Authority of the individual representative to engage the tax practitioner on behalf of the non-individual client.

Our Engagement - What you need to know

You can view our general terms and engagement guidelines here. We may require you to complete an engagement agreement.

Clients may also be requested for additional information or verification

Turners Client Portal

We like keeping things in one place, making it easier for you to access important documents and creating efficiencies for both you and us.

[LOGIN HERE](#)

Turners Accountants offers all its client access to an encrypted client portal. Our portal is our preferred way of exchanging and storing sensitive client documents, and other confidential information.

[SIGNUP HERE](#)