

CONFIRMATION OF IDENTITY AND ADDRESS GUIDE

Please take the time to read this guide carefully and refer to it when completing your Confirmation of Identity and Address form (11)

This guide assists you to confirm your identity and residential address.

Confirmation of your **identity and residential address** is required under the Anti-Money Laundering and Countering Financing of Terrorism Act (2009) before any withdrawal can be made from your Teachers Retirement Savings Scheme accounts.

CONFIRMING YOUR IDENTITY

The documents you provide must be valid and not expired. If your name has changed, please provide evidence of your name change which links your previous and current names.

OPTION 1

A **certified** copy of:

- ☐ New Zealand or overseas passport (certified photocopies of appropriate pages containing name, date of birth, photograph and signature) **or**
- ☐ New Zealand firearms licence **or**
- ☐ New Zealand certificate of identity* **or**
- ☐ New Zealand refugee travel document **or**
- ☐ Emergency travel document* **or**
- ☐ Overseas government identity card

OR OPTION 2

Certified copies of my: (Tick **one** from each section)

SECTION 1

- ☐ New Zealand driver licence
- ☐ International driver licence
- ☐ 18+ card

PLUS

SECTION 2

- ☐ New Zealand citizenship certificate
- ☐ New Zealand birth certificate
- ☐ Overseas citizenship certificate
- ☐ Overseas birth certificate

OR OPTION 3

Certified copies of my: (Tick **one** from each section)

SECTION 1

- ☐ New Zealand driver licence

PLUS

SECTION 2

- ☐ Credit card, debit or EFTPOS card
- ☐ SuperGold card
- ☐ Community services card
- ☐ Bank account statement issued by a New Zealand registered bank in the six months preceding the date of the application
- ☐ Statement issued by Inland Revenue or another Government agency in the six months preceding the date of the application

If you have any questions about the information in this guide visit www.teachersretire.org.nz or call 0508 4 TEACH (0508 4 83224).

* Please visit passports.govt.nz to read more about this identity document. A SuperGold card is NOT considered a NZ identity document.

IMPORTANT: Do not submit original documents such as your passport, only send certified photocopies.

CERTIFYING YOUR DOCUMENTS

People who can certify documents

The person certifying your documents must be 16 years of age or older and can be one of the following:

In New Zealand

Justice of the Peace (JP)
Solicitor
Notary Public
Police Officer
Doctor
Teacher
Minister
Chartered Accountant
Member of Parliament (MP)

Outside New Zealand

Justice of the Peace (JP)
Solicitor
Notary Public

The process for certifying documents

The certifier must include on EACH page:

1. Written or stamped 'certified true copy'
2. Name and signature of certifier
3. Occupation (such as teacher, solicitor, JP etc)
4. Date of certification



A certifier cannot:

- Be related to you (e.g. be your parent, child, brother, sister, uncle, aunt or cousin)
- Be your spouse or partner
- Live at the same address as you
- Certify their own documents

If the documents are in another language then the certification must be done on an English translation.

Certification is valid for 3 months only, after which you will need to have the documents re-certified.

CONFIRMING YOUR RESIDENTIAL ADDRESS

You need to provide either an original **OR** a photocopy of one of the following documents.

- ☐ A bank statement issued by a registered bank **or**
- ☐ A statement issued by a government agency (e.g. Statement from Inland Revenue, Electoral Office, car registration document) **or**
- ☐ A letter or statement issued by a Council (e.g. Rates or Valuation Notice) **or**
- ☐ A utility bill issued by a utility company (e.g. telephone company, electricity company or water provider) **or**
- ☐ A hire purchase agreement **or**
- ☐ An insurance policy document **or**
- ☐ A rental tenancy agreement.

Your name must appear on the document and the document must be dated within the last six months prior to you submitting your application. A document sent to an PO Box number cannot be accepted.

If you are unable to provide the essential documents which confirm your identity or residential address, your application will be returned to you.

Documents should be posted along with the Confirmation of Identity and Address form to:

Teachers Retirement Savings Scheme
P.O. Box 1849
Wellington 6140

Phone 0508 4 TEACH for any help or assistance. Helpline hours are from 9am to 7pm, Monday to Friday, except for public holidays.

CONFIRMING IDENTITY FOR NON-MEMBERS

In certain circumstances you may need to confirm your identity even if you are not the member, for example, for a member's death benefit to be paid.

In addition to verifying the identity of the applicant, all those signing the form will also need to confirm their identity and residential address.

This document was prepared by Mercer (N.Z.) Limited (Mercer), the manager of the Teachers Retirement Savings Scheme. Neither Mercer nor any of its related parties accepts responsibility for any inaccuracy.