

TAXOPIA'S Fraudulent Policy

Procedure on how to identify fraudulent client

1. For compliance purposes, we will need to verify the client's identity. The client can choose to provide a copy of two valid IDs (please see below the list of acceptable IDs).
 - Driver's License
 - Passport
 - Birth Certificate
 - Medicare Card
 - Pensioner's Card
 - Healthcare Card
 - Other Photo ID
2. Review and identify if the provided IDs are legitimate by checking the following details:
 - Date of Birth
 - Expiration Date
 - Photo
3. Upon receipt of the relevant information needed to prepare the client's tax return, the accountant will review and identify any unusual information such as excessive tax withheld.
4. Suppose the accountant is still in doubt of the IDs' legitimacy and/or identified unusual information; we call the client for an explanation via phone and proceed to run the driver's license status inquiry with the relevant state.
5. If we identify from steps 1 to 4 that the client is potentially fraudulent, we cease work and report the client to the ATO.
 - a. The potentially fraudulent client is reported to the ATO using the online tip off form: <https://www.ato.gov.au/forms/tax-evasion-reporting-form/>
 - b. We upload copies of all documents provided by the client to the form and explain why we believe the client is fraudulent.
 - c. A copy of the form is kept for our records, and no further work is completed on behalf of the client.