



# ATO use of Basic Digital ID

Complete this form if you require access to Online services for business or Online services for agents and you:

- do not have the required identity documents to achieve a Digital ID, such as myID, with a Standard identity strength
- do not have an Australian tax file number.

Before completing this form, you need to:

- set up your Digital ID, such as myID, to a Basic identity strength using your personal details
- have an authorising representative authorise you as a Basic user in Relationship Authorisation Manager (RAM)
- accept your Basic authorisation request in RAM.

**!** A Basic user **cannot** be an authorising representative. These roles require at least a **Standard** Digital ID.

## When completing this form

- Type your answers in each section in English.
  - Print the completed form and provide it with your certified identity documents.
  - If you need to be authorised to act on behalf of more than one Australian business number (ABN) you need to complete a separate form for each ABN. You only need to include one copy of each of your certified identity documents.
  - If you're an authorising representative completing this form on behalf of an employee, you must complete a separate form for each person who needs to be authorised and include it with that person's certified identity documents.
- Note: Basic authorisations are valid for up to 12 months.

## Section A: Applicant's full legal name

**!** Ensure the details in this section exactly match those used to set up your Digital ID, such as myID.

**Family name** (if you only have one name, write it here)

**First given name**

**Other given names**

## Section B: Supporting documents

**!** You must provide supporting documents that meet the requirements below. If you do not meet these requirements, we cannot accept your proof of identity documentation and you will have to re-submit your information.

### Requirements for submitting supporting documents

- You must provide 2 identity documents. One document must be a primary document and the other can be another primary or a secondary document (see page 2).
- If the documents you provide show a different name to the one you have written in Section A, you must also include a certified document confirming your name has changed (see Change of name documents on page 2).
- We will only accept certified copies of original documents. If you are not able to provide certified documents due to COVID-19 restrictions, you must indicate this (see below).
- If your documents are not in English, they must be translated into English and certified as a true and correct copy by an authorised translation service.

**>** More information about these requirements are available at [ato.gov.au/basicuser](https://ato.gov.au/basicuser)

### Consideration for uncertified identity documents (if applicable)

Complete this section if you are not able to provide certified identity documents due to COVID-19 restrictions. We will use this information to determine if certification requirements can be temporarily waived. Place an X in the box to indicate:

I am not able to provide certified identity documents due to COVID-19 restrictions.

In 25 words or less, tell us why you are not able to provide certified documents because of COVID-19 restrictions.

## Documents you can provide

Place an **X** in the boxes next to the type of documents you are attaching.

**!** If you have Australian identity documents that meet the requirements to set up a **Standard** Digital ID, **do not** complete this form. Visit [ato.gov.au/DigitalID](https://ato.gov.au/DigitalID) for more information.

### Primary documents (provide at least one)

Australian full birth certificate

Australian passport

Foreign birth certificate

Foreign passport

### Secondary documents

National photo identification card

Foreign government identification

Marriage certificate (if you are providing a Marriage certificate to confirm a change of name, you can't also use it as a secondary document)

Driver's licence

### Change of name documents (if applicable)

Change of name certificate

Marriage certificate

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## Section C: Business information and contact details

### ABN of the business the applicant needs to be authorised to act on behalf of

ABN

### The name of the principal authority or authorisation administrator who created this Basic authorisation in RAM

### The current business email address (as listed in RAM) for the principal authority or authorisation administrator who created this Basic authorisation

### Basic user's current business email address as listed in RAM for this authorisation

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## Lodging this form

### Where to send your form

Keep a copy of this form for your records.

Print out this completed form, attach it to copies of your certified identity documents and mail to us at:

Australian Taxation Office  
Attn: Basic user authorisation  
PO Box 3373  
ALBURY NSW 2640  
AUSTRALIA

Once we have received and checked your documents, you will receive email confirmation.