



Top 10 Tips for Protecting your Identity:

1. Make sure you shred all your bills, bank and credit card statements and any paperwork that contains your Tax file number or personal/bank account details.
2. Make sure you shred or cut up expired credit or membership cards and compact disks (CD's) that contain personal data, before putting them in the bin
3. Do not carry your Tax File Number, birth certificate or Bank PIN Numbers in your purse, wallet or store them in your mobile phone/PDA
4. Don't keep your car registration papers, driver's license, bills etc in the glove box of your car.
5. Lock your mailbox, especially if you live in a block of apartments with multiple mailboxes and be very careful about who has access to your outside bins
6. Carefully check your bank and credit card statements to make sure there are no unauthorised transactions - this may be the first sign someone has stolen your identity.
7. The Australian Taxation Office recommends, when using a tax agent, making sure they are registered by checking on the Tax Agents Board website <http://www.tabd.gov.au>
8. When moving house, make sure you update your old address details so new tenants don't have access to your mail. A mail diversion can be put in place by Australia Post.
9. Install up-to-date anti-virus software, anti-spyware software and a personal firewall on your computer, and regularly scan your machine for infection
10. Credit reference agencies recommend having your credit history checked annually to make sure there have been no major changes to your credit rating.