

Addition of Operator Form

Please complete the form & send to us either by email (westernunion@alna.net.au) or fax (02 9978 3499)

To be completed by the Compliance Officer:		
First Name	Last Name	Operator ID (3 digit number)

Account Number:	AAU
Trading Name:	
Compliance Officer Name (Print):	
Compliance Officer Signature:	
Comments:	

Also please attach the following with the form

1. Due Diligence checks – Two are required

- *If the employer does not know the employee for 6 years or more, then Employee Due Diligence is required. Due Diligence can be either a National Police check, previous employment references, community type references or character reference checks.
If a character reference is done, the letter should include wordings such as trustworthy & honesty of the employee.*
- *If an employee was hired prior to November 2011 or if you know the employee for more than 6 years then a background reference is not required by Western Union. But the employer has to send a letter saying that the employee was hired prior to November 2011 or you know the person for more than 6 years.*

2. Valid photo ID for the employee (Australian driver's license, Age proof card or Passport)

On receipt of this form, an email will be sent to the Compliance Officer for the operator to complete Western Union online training. On completion of the training, we will send the Operator ID & password to access the WUPOS system.