



Tax file number application or enquiry for an individual

Please read this page and the back page carefully before completing this application. This will ensure that unnecessary processing delays are avoided. Please tick the appropriate box:

- I am applying for a tax file number (TFN).
- I am not sure if I have a TFN.
- I need to be advised of an existing TFN.

Who should use this application?

Use this application if:

- you have never had a TFN, or
- you are not sure if you have a TFN, or
- you know you have a TFN but cannot find it on any tax papers you have. In these circumstances full proof of identity may not be required.

If you are a non-resident and applying for purposes other than employment, please use a *Tax file number application for individuals living outside Australia*. Do **not** use this application.

You must provide proof of identity

When you lodge your application you must provide acceptable **original** documents which prove your identity.

If you do not provide acceptable proof of identity with the application, we cannot give you a TFN.

Acceptable proof of identity documents are listed on the back page.

Things to note when completing this application

- Please print clearly in pen using BLOCK LETTERS and tick the appropriate boxes.
- If you make a mistake do not use correction fluid or covering stickers. Correct the application clearly and authorise the corrections with your full signature. We will not accept initialled corrections.
- Make sure you answer all the questions, otherwise we may have to contact you for the missing information or return your application to be completed. This may delay getting your TFN.

Having difficulties?

If you need help to fill in your application or you have difficulty providing enough proof of identity, please contact us for assistance on **13 28 61**.

Privacy of information

The Australian Taxation Office is authorised by the *Income Tax Assessment Act 1936* to ask for information on this application. We need this information to help us to administer laws relating to taxation, Commonwealth benefits and superannuation.

We may give this information to other government agencies authorised by law to receive it—for example Commonwealth agencies which administer laws relevant to your particular situation. Depending on your situation these agencies could include Centrelink, the Australian Federal Police, the Child Support Agency, the Department of Veterans' Affairs, the Department of Immigration and Multicultural and Indigenous Affairs, the Department of Family and Community Services and the Department of Education, Science and Training.

How will you receive your TFN?

We will send your TFN to your postal address within **28 days** of your application being received by the Tax Office.

Please do not enquire about, or lodge another application, during this processing period.

We will not give you a TFN over the telephone, facsimile or email.

Where do you lodge your completed application?

You can take your application and original proof of identity documents to:

- any ATOaccess site
- your Centrelink office, if you need to give them your TFN for a benefit, or
- your Department of Veterans' Affairs office, if you need to give them your TFN.

If you cannot take them personally, post your application and original proof of identity documents to:

Australian Taxation Office
PO Box 9942
MOONEE PONDS VIC 3039

Your original proof of identity documents will be returned by registered mail, to the postal address on this application.

If you lodge your completed application at Centrelink or the Department of Veterans' Affairs, you need to provide the relevant department with the proof of identity documents required for your income support payment.

Tax file number application or enquiry for an individual

PLEASE PRINT IN BLOCK LETTERS AND DO NOT USE CORRECTION FLUID.

ATO USE ONLY		

1 Why do you need a tax file number (TFN)? Tick one box.

To give to your employer

Please note: Non-residents of Australia will not be given a TFN for employment purposes unless they have been authorised to work in Australia by the Department of Immigration and Multicultural and Indigenous Affairs.

To give to a bank or other financial institution

Please note: If you are a non-resident of Australia, you do not need a TFN for interest, dividends or royalty payments as these are subject to non-resident withholding tax.

To give to Centrelink for various income support payments

To give to the Department of Veterans' Affairs

To register for Child Support Agency payments

To apply for an Australian business number (ABN) or register for another business account—for example, goods and services tax (GST)

Other—please describe

2 Your full name

Mr Mrs Miss Ms Other title

Please note: If you have ever had another name, you must complete question 3.

Surname or family name

First given name

Other given name(s)

3 Are you or have you been known by any other names—for example, a name before marriage?

No Go to 4.

Yes Give all other names and describe the type of name.

Full name—underline surname or family name

Type of name

Type of names include:

- name at birth
- name before marriage
- Indigenous name
- assumed name (known as)
- previous married name
- shortened version
- anglicised name

If more than one other name, attach a sheet giving full names and types of names.

4 Have you ever had a TFN, previously lodged an application for a TFN or dealt with the Australian Taxation Office in other ways (ie lodged an income tax return)?

No Go to 5.

Not sure Give details.

Yes Give details.

The year you last dealt with the Tax Office

Your full name at the time—underline surname or family name

Postal address at the time for tax matters

STATE POSTCODE

Name of your tax agent or accountant at the time—if applicable

5 Your sex Male Female

6 Your date of birth

7 Were you born in Australia?

Yes Go to 9.

No Date of arrival in Australia Go to 8.

Please note: If you have arrived in Australia within the past 2 years or you are not a permanent Australian resident, you must provide a valid passport with a current visa as one proof of identity.

8 Are you an Australian resident?

An Australian resident for tax purposes is generally someone who has always lived in Australia or someone who has come to Australia and lives here.

Yes Go to 9.

No Go to 9.

Please note: If you are an overseas student enrolled in a course of study in Australia for longer than 6 months, you may be an Australian resident for tax purposes. You will need proof of your student status.

If you are on a working holiday or backpacking, you are **not** likely to be an Australian resident.

9 Postal address where you want your TFN sent and for future service of notices

For example, write your home address, or your post office box, or your tax agent's postal address.

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
STATE <input type="text"/>	POSTCODE <input type="text"/>

10 Your current home address

Please note: This must be a permanent street address not a post office box, RMB, RSD or temporary lodgings. Print your overseas address if you are not an Australian resident.

<input type="text"/>	
<input type="text"/>	
STATE <input type="text"/>	POSTCODE <input type="text"/>
COUNTRY IF NOT AUSTRALIA <input type="text"/>	

11 Do you live with a spouse—married or de facto?

No Go to 12.

Yes Give details of your spouse.

Surname or family name

First given name

Other given name(s)

Date of birth

12 Do you have a tax agent?

No Go to 13.

Yes Give details.

Tax agent's business name

Name of the person you are dealing with

Tax agent's phone (Area code)

Tax agent's registration number

13 A daytime phone number where you can be contacted or a message can be left

(Area code)

14 If the Tax Office needs to obtain further information to process your TFN application, do you want us to contact a relative or friend who will be able to assist us? This could be for reasons such as language difficulties, your age, illness or infirmity.

No Go to 15.

Yes Give details.

Please note: If you are between the ages of 12 and 16 and you are completing this application yourself, you must answer this question. If you are a parent or guardian completing this application on behalf of the applicant, please insert your own contact details.

Name of the person the Tax Office should contact

Daytime phone (Area code)

15 You may have received requests for your TFN from Centrelink or the Department of Veterans' Affairs. Do you authorise the Tax Office to give your TFN to any of these agencies?

No Go to 16.

Yes **Please note:** If you tick Yes you must lodge this application with the appropriate agency.

Tick appropriate box

Centrelink

Veterans' Affairs

The Tax Office will send your TFN to Centrelink or Veterans' Affairs for you. We will also post your TFN to you.

16 DECLARATION

I declare that the information given on this application is complete and correct.

Your signature

Please note: If you are signing on behalf of the person who is applying for a TFN please provide your full name.

Your full name

Date

DAY / MONTH / YEAR

When you lodge your application you must provide original documents that prove your identity. These documents are listed on the back page.

Please note: There are penalties for deliberately making a false or misleading statement.

OFFICE USE ONLY

Pol certification

Centrelink and DVA officers are to fill out this section only if the applicant is a client of their agency. If the application is lodged through one of these agencies then documents do not have to be listed below.

Centrelink—Please supply the Client Reference Number as there will be a delay in processing if no CRN is supplied.

Applicant:

Document code	Document no. if applicable	Place of issue	Date of issue or expiry

Representative:

Document code	Document no. if applicable	Place of issue	Date of issue or expiry

Visa number

Visa class/sub class

Examiner's signature

Examiner's name (please print)

Phone

(Area code)

Date

DAY / MONTH / YEAR

Client Reference Number

App. number

Prefix

Office code

Office stamp

Proof of identity documents

When you lodge your application at a tax office you must show documents from the category A and category B lists which prove your identity.

You must show **original** documents, not photocopies. We will only accept documents that are unaltered in their original form.

We will not accept a document that has been corrected or changed and initialled.

If you post your application and proof of identity documents, we will return your documents by registered post.

If an original proof of identity document is in a language other than English, provide a written translation, certified as a true and correct copy by an authorised translation service such as the Department of Immigration and Multicultural and Indigenous Affairs, an appropriate embassy or a professional translation service.

From the lists of category A and category B documents on this page, you must provide **full** proof of identity which is:

2 different category A documents



OR

**1 category A document plus
1 category B document**



OR

3 different category B documents



If any of the documents are in a previous name, you must provide an additional document which shows how your name was changed—for example, a marriage certificate.

If you are under 16, you need only provide one document from category A or B.



If you are over 16 years of age you must sign this application yourself. If you are between 12 and 16 years of age, you **OR** a parent or guardian must sign this application. If necessary, you **must** answer question 14 indicating your authority for the Tax Office to speak to your parent or guardian about this application. If you are under 12 years of age, your parent or guardian **must** sign this application on your behalf. If you are a parent or guardian completing this application on behalf of the applicant you **must** answer question 14 and insert your own details.

Where a parent or guardian signs, they must provide documentation **in addition** to the documents proving the identity of the applicant. Parents or guardians must provide their own proof of identity documents as outlined above and establish their relationship with the applicant by providing a link document, such as the applicant's birth certificate or guardianship papers.

Category A documents

A01 current Australian passport

A02 current overseas passport with evidence of Australian immigration status

A03 certificate of Australian citizenship

Only one of the following 4 documents that is less than 1 year old and was issued from an Australian State education authority, examination authority, university, college or school

A06 a degree or diploma

A07 an examination certificate or record of achievement

A08 a school/examination report

A09 a current student identification card with photo—a travel concession card is not acceptable

Please note: If any of these are provided B16 to B18 are not acceptable.

A10 certificate of identity issued by the Australian Department of Foreign Affairs and Trade

Category B documents

B01 full Australian or overseas birth certificate
Please note: Overseas certificates must be translated

B03 Australian pension concession card or notice or advice of Australian pension—where name and address match those on this application

B04 current Australian driver's licence or learner's permit with photo—where name and address match those on this application

B07 marriage certificate

B08 Australian adoption papers

B09 maintenance agreement registered with the Australian Family Court or Magistrates Court

B10 Certificate of Evidence of Australian Citizenship

B12 property rates notice **less** than 1 year old, issued for an Australian property. The name and Australian address must match those on this application

B15 title or deed to Australian real estate, or registered mortgage papers on an Australian home or property

Only one of the following 3 documents that is **more** than 1 year old and was issued from an Australian State education authority, examination authority, university, college or school

B16 a degree or diploma

B17 an examination certificate or record of achievement

B18 an examination report

Please note: These are not acceptable if A06 to A09 are supplied.

Only one of the following 3 documents. The name and Australian address must match those on this application

B19 a current home contents or property insurance policy

B20 a current life insurance policy

B21 a current car insurance policy

Only one of the following 4 documents that is **less** than 1 year old. The name and Australian address must match those on this application

B23 a bank account statement

B24 a building society account statement

B25 a credit union account statement

B26 a finance company account statement

Please note: The statement must be issued by an Australian branch of a financial institution.

One or 2 different types of Australian legal documents that are **less** than 1 year old, from this list:

B27 summons

B28 bail paper

B29 restraining order

B30 police order

B31 discharge certificate from a prison

B32 parole order