Australian Government
Australian Taxation Office

ato.gov.au

Tax file number declaration

This declaration is NOT an application for a tax file number.
- Use a black or blue pen and print clearly in BLOCK LETTERS.
- Print **X** in the appropriate boxes.
- Read all the instructions including the privacy statement before you complete this declaration.

Section A: To be completed by the PAYEE

1 What is your tax file number (TFN)?

❯ For more information, see question 1 on page 2 of the instructions.

OR I have made a separate application/enquiry to the ATO for a new or existing TFN. ☐

OR I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax. ☐

OR I am claiming an exemption because I am in receipt of a pension, benefit or allowance. ☐

2 What is your name? Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Surname or family name

First given name

Other given names

3 What is your home address in Australia?

Suburb/town/locality

State/territory   Postcode

4 If you have changed your name since you last dealt with the ATO, provide your previous family name.

5 What is your primary e-mail address?

6 What is your date of birth?   Day / Month / Year

7 On what basis are you paid? (select only one)
Full-time employment ☐   Part-time employment ☐   Labour hire ☐   Superannuation or annuity income stream ☐   Casual employment ☐

8 Are you: (select only one)
An Australian resident for tax purposes ☐   A foreign resident for tax purposes ☐   **OR**   A working holiday maker ☐

9 Do you want to claim the tax-free threshold from this payer?

Only claim the tax-free threshold from one payer at a time, unless your total income from all sources for the financial year will be less than the tax-free threshold.

Yes ☐   No ☐   Answer **no** here if you are a foreign resident or working holiday maker, except if you are a foreign resident in receipt of an Australian Government pension or allowance.

10 Do you have a Higher Education Loan Program (HELP), VET Student Loan (VSL), Financial Supplement (FS), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt?

Yes ☐ ❯ Your payer will withhold additional amounts to cover any compulsory repayment that may be raised on your notice of assessment.   No ☐

DECLARATION by payee: *I declare that the information I have given is true and correct.*

Signature
You MUST SIGN here

Date   Day / Month / Year

⊖ There are penalties for deliberately making a false or misleading statement.

❗ Once section A is completed and signed, give it to your payer to complete section B.

Section B: To be completed by the PAYER (if you are not lodging online)

1 What is your Australian business number (ABN) or withholding payer number?   Branch number (if applicable)

2 If you don't have an ABN or withholding payer number, have you applied for one?   Yes ☐   No ☐

3 What is your legal name or registered business name (or your individual name if not in business)?

4 What is your business address?

Suburb/town/locality

State/territory   Postcode

5 What is your primary e-mail address?

6 Who is your contact person?

Business phone number

7 If you no longer make payments to this payee, print X in this box. ☐

DECLARATION by payer: *I declare that the information I have given is true and correct.*

Signature of payer

Date   Day / Month / Year

⊖ There are penalties for deliberately making a false or misleading statement.

❯ Return the completed original ATO copy to:
Australian Taxation Office
PO Box 9004
PENRITH NSW 2740

❗ **IMPORTANT**
See next page for:
- payer obligations
- lodging online.

Sensitive (when completed)

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