



Tax file number application or enquiry for an individual

ABOUT TAX FILE NUMBERS

The tax file number (TFN) is a unique number issued by the Tax Office to individuals and organisations to help the Tax Office administer the tax and other Australian Government systems.

Only one TFN is issued to you for your lifetime. Once a TFN has been issued to you, there is no need to apply for a new one if your circumstances change, for example, if you move interstate, change jobs, change your name in any way, have investments, or claim government benefits. However, you should advise us of any change to your name or address.

WHO SHOULD COMPLETE THIS APPLICATION

Complete this application if you:

- have never had a TFN
- are not sure if you have a TFN, or
- have a TFN but cannot find it on any of your tax papers (you may need to provide full proof of your identity).

WHO SHOULD NOT COMPLETE THIS APPLICATION

Do not use this application if you are a:

- permanent migrant or a temporary visitor to Australia and have a visa to work or remain in Australia indefinitely. You can apply for a TFN online at www.ato.gov.au. As a permanent migrant or temporary visitor, you do not need to physically provide proof of identity documents if you apply online, or
- non-resident and need a TFN for purposes other than employment. Please use the *Tax file number application for an individual living outside Australia* (NAT 2628). You do not need a TFN for interest, dividends or royalty payments as these are subject to non-resident withholding tax.

BEFORE COMPLETING THIS APPLICATION

Make sure that you have the necessary proof of identity documents. We cannot issue you with a TFN unless you provide these documents. The list of acceptable documents is on page ii of these instructions.

WHEN COMPLETING THIS APPLICATION

- Make sure you answer all the questions, otherwise we may need to contact you for missing information. This may delay you receiving your TFN.
- Print clearly, using a black pen only.
- Use BLOCK LETTERS and print one character in each box.
- Place in all applicable boxes.
- Do not use whiteout or covering stickers.
- Sign next to any corrections with your **full signature** (not initials).

This will ensure that your details are recorded correctly when the application is processed.

AFTER COMPLETING THIS APPLICATION

- **Sign the declaration at the end of the application.** Make sure you have read the privacy statement on page ii.
- Provide acceptable original documents that prove your identity. We cannot issue you with a TFN unless you provide these documents. See page ii for a list of acceptable documents.
- Lodge your completed application.

! If you are:

- 12 years or under, your parent or guardian **must** sign on your behalf
- 13 to 15, you or your parent **or** guardian **must** sign, or
- 16 years or older, **you must** sign.

Where a **parent or guardian** signs the application, they must provide:

- their own full proof of identity documents (see page ii)
- the applicant's proof of identity documents, and
- a document showing the relationship (for example, full birth certificate, guardianship papers or Medicare card).

LODGING YOUR APPLICATION

In person

You can take the completed application and original proof of identity documents to your nearest Tax Office shopfront. Phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday, to make an appointment.

If you need a TFN to claim benefits from Centrelink or the Department of Veterans' Affairs, you can authorise the Tax Office to advise these agencies of your TFN or you can lodge your application directly with them. You will need to provide them with the proof of identity documents needed for your income support payment or benefit.

Mail

Send your completed application, and original proof of identity documents to:

Australian Taxation Office
PO Box 9942
MOONEE PONDS VIC 3039

WHEN WILL YOU RECEIVE YOUR TFN?

Within **28 days** of receiving your completed application, we will:

- return your original documents by registered mail to the postal address shown on this application, and
- mail your TFN to your postal address.

Please do not ask about your application or lodge another application during that time.

> MORE INFORMATION

If you need help completing this application or you have difficulty providing enough proof of identity documents, you can:

- visit www.ato.gov.au
- phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday.

To enquire about a TFN

If you have lost your TFN or are not sure you have one:

- look for your TFN on any correspondence from the Tax Office or contact your tax agent.
- if you still cannot find your TFN, you can phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday.

If you do not speak English and need help from the Tax Office, please phone the Translating and Interpreting Service on **13 14 50**.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, please phone **13 36 77**. If you have a speech impairment and do not have access to TTY or modem equipment, please phone the Speech to Speech Relay Service on **1300 555 727**.

PROOF OF IDENTITY REQUIREMENTS

When you lodge your application or are signing on behalf of an applicant, you must provide current documents that prove your identity. We will accept only **unaltered original documents** (not photocopies).

! If you do not provide full proof of identity documents we cannot issue you with a TFN.

If the documents you provide are in a previous name you must provide a document that shows how your name was changed (for example, marriage certificate, deed poll, change of name certificate).

Where a parent or guardian signs the application, they must provide their own full proof of identity, the applicants proof of identity documents and a document showing the relationship (for example, full birth certificate, guardianship papers or Medicare card).

If an original document is in a language other than English, you must 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 (DIMIA), an appropriate embassy or professional translation service.

If you are aged 16 or over, you must provide:

A + **B** + **B** One category **A** and two different category **B** documents.

If you are under 16, you must provide:

A + **B** One category **A** and one category **B** document

Category A documents

- **ABC** Australian **full** birth certificate. If you have changed your name you must also provide a link document such as a marriage certificate, deed poll or change of name certificate
- **ACC** Australian citizenship certificate/Extract from Register of Citizen by Descent
- **AFP** Overseas passport with evidence of Australian immigration status

Category B documents

Only one type of driver licence or student identification card can be used.

- **BAP** Australian passport
- **BDL** Australian driver licence with your photo and signature and current address that matches the details provided on this application, **or**
- **BDP** Australian learner permit with your photo and signature and current address that matches the details provided on this application
- **BMC** Medicare card
- **BFI** Account statement from an Australian bank, credit union or building society less than one year old with your name and current home address that match the details provided on this application. Note: credit card statements are not acceptable
- **BFL** Australian firearm licence
- **BTS** Tertiary student identification card with your photo and signature issued from an Australian government accredited education authority, **or**
- **BSS** Secondary student identification card with your photo and signature issued from an Australian government accredited education authority

For under 16-year-olds only

Category B documents can include **one** of the following which must be less than one year old and issued by an Australian government accredited education authority

- **BEC** Secondary examination certificate
- **BEA** Record of achievement
- **BER** Examination report

Privacy

We are authorised by the *Income Tax Assessment Act 1936* to ask for the information on this application. We need this information to help us administer laws relating to taxation and superannuation.

Where authorised by law to do so, we may give this information to other government 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.

We may check proof of identity information supplied with the issuing agencies.

6 Have you ever had another name?

No [] Go to question 7. Yes [] Provide details below.

Type of name? (Place X in ONE box only)

Form with checkboxes for name types: your previous married name, the name on your birth certificate, a shortened version of your name, your name before marriage, an anglicised name, an assumed name (known as), your skin name, or other.

Other name

Title: Mr [] Mrs [] Miss [] Ms [] Other []

Family name

Family name input boxes

First given name

First given name input boxes

Other given names

Other given names input boxes

If you have more names, attach a separate sheet of paper giving full names and types. Do not include nicknames.

7 Do you have a spouse (married or de facto)?

No [] Go to question 8. Yes [] Provide details below

Spouse's family name

Spouse's family name input boxes

Spouse's first given name

Spouse's first given name input boxes

Spouse's other given names

Spouse's other given names input boxes

Spouse's date of birth []/[]/[]

Check that you have given your name before marriage or previous married name at question 6, if applicable.

8 What is your postal address in Australia? (Your TFN will be sent to this address)

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

Postal address input boxes (line 1)

Postal address input boxes (line 2)

Suburb/town

Suburb/town input boxes

State/territory

State/territory input boxes

Postcode

Postcode input boxes

9 What is your home address? (This must be a permanent street address, for example, 123 Smith St.)

This cannot be a post office box, RMB, RSD or other delivery point address. If you are a temporary visitor, your home address may be your home country address (see question 11). Write 'As above' if same as postal address at question 8.

Home address input boxes (line 1)

Home address input boxes (line 2)

Suburb/town/locality

Suburb/town/locality input boxes

State/territory

State/territory input boxes

Postal code

Postal code input boxes

Country if outside Australia

Country if outside Australia input boxes

10 Were you born in Australia?

Yes [] No [] Which country were you born in? []

What date did you arrive in Australia? []/[]/[]

If you are a permanent migrant or temporary visitor to Australia, you may be eligible to apply for a TFN online at www.ato.gov.au (see instructions for more information).

11 Are you an Australian resident for tax purposes?

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 permanently.
If you are on a working holiday or backpacking, you are unlikely to be an Australian resident.
If you are an overseas student enrolled to study in Australia for more than six months, you may be an Australian resident for tax purposes. You **must** provide proof of your student status.

Yes No

12 Do you have a tax agent?

No Go to question 13. Yes Provide details below.

Tax agent's business name

Tax agent's phone number

Tax agent's registration number

Name of person you deal with

13 Where can we contact you or leave a message if we need more information?

Daytime phone number

Mobile number

Email address

14 If we need more information to process your application, do you want us to contact a relative or friend who can help us? (This may be because of language difficulties, your age, illness or infirmity).

! The contact person must be aged 16 or over.

No Go to the declaration.

If you are 15 or under and completing this application, you **must** provide details of a contact person.

Yes Provide details below.

If you are a parent or guardian and completing this application, please give your own contact details.

Name of person we should contact

Their daytime phone number

Please make sure you sign the declaration below.

Declaration

Please read the privacy statement on page ii of the instructions before signing the application.

If you are:

- 12 years or under, your parent or guardian **must** sign
- 13 to 15, you or your parent or guardian **must** sign, or
- 16 or over, you **must** sign.

! There are penalties for deliberately giving false and misleading information or for deliberately making a false or misleading statement. There are also penalties for the unauthorised use of a TFN.

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

Signature

Date / /

If you are legally entitled to sign on behalf of the person applying for a TFN, please provide your full name:

! A person signing on behalf of the applicant must provide:

- their own full proof of identity documents
- the applicant's proof of identity documents (see page ii of the instructions), and
- a document showing the relationship (for example, full birth certificate, guardianship papers or Medicare card).

Completing a TFN application on behalf of the applicant does not give you authority to ask about other tax matters for the applicant.

➔ See the front page of the instructions for details of where to lodge your completed application.

