



# Tax file number application or enquiry for permanent migrants and temporary visitors to Australia

## ABOUT AUSTRALIAN 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, 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, address or status of residency for tax purposes.

You don't have to have a TFN, but if you don't have one you are likely to:

- have more tax withheld than necessary, and
- be unable to get government benefits you are entitled to receive.

Not quoting your TFN to us may delay us in helping with your enquiries or processing any tax documents you lodge.

## DO YOU NEED A TFN?

A TFN will help if you:

- lodge a tax return
- ask us about your tax affairs
- apply for certain income assistance or support payments (such as pensions or benefits from either Centrelink or the Department of Veterans' Affairs)
- claim family tax benefit
- make or receive payments under the pay as you go system
- start or change jobs
- make a *Tax file number declaration* (NAT 3092) or a *Withholding declaration* (NAT 3093)
- study at a tertiary institution and wish to defer payment under the Higher Education Loan Programme
- join a superannuation fund
- are a member of a partnership or trust
- pay child support allowance
- are a sole trader
- are a company director or a public officer of an entity applying for an Australian business number (ABN)
- are an office bearer for a charity or non-profit organisation applying for an ABN
- receive royalty payments, or
- earn interest or dividends on savings accounts or investments and are an Australian resident for tax purposes.

## WHO SHOULD COMPLETE THIS APPLICATION?

Complete this application if you are an individual from overseas, are currently in Australia and have the right to work or stay permanently in Australia.

If you do not have the right to work but require a tax file number (TFN) for other purposes, you will need to complete the *Tax file number application or enquiry for an individual* (NAT 1432). You can get a copy:

- at [www.ato.gov.au](http://www.ato.gov.au)
- by phoning **13 28 61** between 8:00am and 6:00pm, Monday to Friday
- from your nearest Tax Office shopfront
- from Centrelink, if applying for a government benefit or pension, or
- from most newsagents.


## WHEN SHOULD YOU USE THIS APPLICATION?

Use this application if you cannot apply online.

By applying for your TFN online you will receive it more quickly than by visiting a shopfront or posting a completed application. You are not required to physically provide proof of your identity when you apply online.

 You can apply for a TFN online by going to [www.ato.gov.au](http://www.ato.gov.au)


## 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.
- Lodge your completed application.

 If you are a non-resident for tax purposes you cannot quote your TFN to your investment body. TFN withholding tax will apply on any interest or dividends earned.

## LODGING YOUR COMPLETED APPLICATION

Send your completed application to:

**Australian Taxation Office**  
**PO Box 9942**  
**MOONEE PONDS VIC 3039**

⚠ Do not send your passport or identification documents to us as we verify your identity electronically.

## WHEN WILL YOU RECEIVE YOUR TFN?

Within 28 days of receiving your completed application, we will mail your TFN to the Australian postal address shown on this application.

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

## INFORMATION TO HELP YOU FILL IN THE APPLICATION

### Australian state codes

- ACT – Australian Capital Territory
- NSW – New South Wales
- NT – Northern Territory
- QLD – Queensland
- SA – South Australia
- TAS – Tasmania
- VIC – Victoria
- WA – Western Australia

### Australian telephone area codes

- ACT/NSW – 02
- VIC/TAS – 03
- QLD – 07
- SA/NT/WA – 08

## ➔ MORE INFORMATION

If you need help completing this application you can:

- visit [www.ato.gov.au](http://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**.

## 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.

The Tax Office may check the proof of identity information you supply with the issuing agencies.



## WHEN COMPLETING THIS APPLICATION

- Use a black pen and print clearly in BLOCK LETTERS.
- Answer all questions and place  in applicable boxes.
- Do not use whiteout or covering stickers.
- Sign next to any corrections with your full signature (not initials).

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## Section A: Travel documentation details

### 1 What is your passport or travel document number?

This is the number shown on your current passport or travel document.

.....

### 2 In which country was your current passport or travel document issued?

This is the country shown on your current passport or travel document.

.....

### 3 Have you visited Australia before – whether for business or leisure?

No

Yes

## Section B: Personal details

### 4 What is your full name?

This is your name as it appears on your passport or travel document.

Title: Mr  Mrs  Miss  Ms  Other

Family name  
.....

First given name  
.....

Other given names  
.....

### 5 Have you ever had another name?

For example, an alias, your name before marriage or an English version of your name.

No

Yes

Give any other names at question 18.

### 6 What is your sex?

Male

Female

### 7 What is your full date of birth as shown on your passport or travel document?

Day / Month / Year  
..... / ..... / .....

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	..... / ..... / .....

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

No

Yes

Provide details below.

Spouse's family name  
.....

Spouse's first given name  
.....

Spouse's other given names  
.....

Spouse's date of birth  
Day / Month / Year  
..... / ..... / .....

▶ Check that you have given your name before marriage or previous married name at question 18, if applicable.



## Section C: Existing TFN information

9 Have you applied for a TFN before? No  Yes

10 Have you had a TFN before? No  Yes  Please write your TFN

**i** The Tax Office is authorised by the *Taxation Administration Act 1953* to collect your TFN.  
It is not an offence if you don't quote your TFN, but not quoting it may cause delays in processing your application.

11 Have you ever lodged a tax return in Australia? No  Yes

12 Do you own property or have other business interests in Australia? No  Yes

## Section D: Address details

13 What is your Australian postal address?

Your TFN will be sent to this address. Please make sure it is an Australian address.

Suburb/town/locality  State/territory  Postcode

14 Is your current home address the same as your postal address (as above)? No  Yes  Go to question 16.

15 What is your current 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.

Suburb/town/locality   
State/territory  Postal code  Country if outside Australia

## Section E: Contact details

16 Daytime phone number in Australia and/or email address where you can be contacted or a message can be left.

Daytime phone number in Australia  Mobile phone number  After hours phone number   
Email address (Please use BLOCK LETTERS)

17 If the Tax Office needs to obtain further information to process your application, do you want us to contact a relative or friend in Australia who can help us?

This may be due to language difficulties, your age, illness or infirmity.

**i** The contact person must be aged 16 or over.

No  Yes  Give details here.

Name of person we should contact   
Daytime phone number in Australia  Mobile phone number  After hours phone number   
Email address (Please use BLOCK LETTERS)





## Section F: Other name details

**18 If you answered yes to question 5, please give your other name/s here.**

Type of name? (Place  in ONE box only)

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

First given name  Other given names

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

**Please make sure you sign the declaration below.**

## Section G: Declaration

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

**⊖** 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  /  /

Your full name

**⊖** Do not send your passport or identification documents to us as we verify your identity electronically.

**➤** Send your completed application to:

**Australian Taxation Office  
PO Box 9942  
MOONEE PONDS VIC 3039**

**Office use only**