



# Certificate of residency and certification of overseas tax relief – request form for individuals

Individuals can use this form to request a certificate of residency or certify an overseas tax relief form.

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## Get the form

Download the [Certificate of Residency and Certification of Overseas Tax relief request form \(NAT 75441, PDF, 378KB\)](#)  – for individuals.

To complete the form, save it to your computer and use a program that can view PDFs and has JavaScript enabled.

## What you can do with this form

Use this form to request a certificate of residency or overseas tax relief certification, or both, for an individual.

A [custodian](#), tax agent or other representative can also request a certificate of residency on your behalf.

For more information on the certificate of residency and overseas tax relief, see **Certificate of Residency and overseas tax relief**.


## Requirements

During the requested period:

- you must be an Australian resident for tax purposes and not a temporary resident
- your lodgment of Australian tax returns must be up-to-date.

## Limitations

The following limitations apply to using the form.

- A separate form must be completed for each client or entity.
- The forms can only be used for 1997 and later years.
- When requesting certification of an overseas tax relief form, the country chosen in the form must have a [tax treaty](#)  with Australia. If they don't, we will supply a certificate of residency and return your **uncertified** overseas tax relief form.
- If you are a tax resident of a treaty country as well as Australia, see **dual residents** before requesting an overseas tax relief form or certificate.

## Completing the form

You must:

- be either a **primary contact**, **custodian**, or an **authorised contact** who can access the income tax account to make this request
- make sure the name, residential, business address and tax file number (TFN) or Australian business number (ABN) supplied in the

request matches our current records of the Australian resident.

## **Certificate of residency period**

We generally only complete requests that have a time period within the last 5 years.

Generally, a certificate period can't be greater than 12 months after the date we issue the certificate (date of issue).

For example, if we issue a certificate on 10 January 2022, the certificate period can be up to 10 January 2023. However, you can request a certificate for any past period that you were an Australian resident for tax purposes (but not a temporary resident in that same period).

If we can't confirm your residency for part of the period you request, we'll issue separate certificates for the period we can confirm (for example, before and after the period we couldn't confirm).

Don't request a certificate of residency if you:

- weren't an Australian resident for tax purposes during the requested period
- are an Australian resident who was also a temporary resident during the requested period.

## **Submitting the form**

If you're an individual who doesn't have an ABN or WPN, you must send us this form by mail.

### **Online services**

You can use our Online services to submit the completed form.

- **Online services for individuals** (if you have an ABN or WPN) – send through Secure mail under the Communication tab.
- **Online services for business** – send through Secure mail under the Communication tab.
- **Online services for agents** – send through Practice mail under the Communication tab.

Within Secure and Practice mail, use:

- **Topic** – Income tax.
- **Subject** – Certificate of residency.

## **Mail**

Mail the completed form to:

**Australian Taxation Office  
PO BOX 3544  
ALBURY NSW 2640**

There is no need to send a return envelope.

## **When you'll receive your certificate or certified form**

If your request form was completed correctly, you should receive your certificate of residency or certified tax relief form within 28 days.

## **Request from a custodian**

To confirm if your custodian is currently authorised, you can:

- view authorised contacts via our **online services**
- **contact us.**

Ensure the individual:

- completes all the required fields in the form
- provides their name and signature on the forms.

To nominate a custodian, complete the **Nomination of a custodian for Certificate of Residency or tax relief form requests.**

QC 72660

## **Our commitment to you**

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

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