



## When to use this application

Use this application if you are requesting a certificate for payment for a payee who is a non-resident and needs proof that they have paid Australian tax to comply with tax requirements in the payee's country of residence.

- Complete **all** sections.
- Print clearly in **BLOCK LETTERS** using a black or blue pen.
- Only use one application for each tax type.
- Place **X** in **ALL** applicable boxes.

If you need help completing this application phone **13 28 66** between 8.00am and 6.00pm, Monday to Friday or visit our website [ato.gov.au](http://ato.gov.au)

[illegible]

<b>5</b>	<b>Payee's name</b>	<div style="border: 1px solid black; height: 30px;"></div>		
<b>6</b>	<b>Payee's country of residence</b>	<div style="border: 1px solid black; height: 30px;"></div>		
<b>7</b>	<b>What is the payee's financial year?</b>	Day □ □	/	Month □ □
		/	Year □ □ □ □	to
		Day □ □	/	Month □ □
		/	Year □ □ □ □	
<b>8</b>	<b>Payee's postal address</b>	<div style="border: 1px solid black; height: 60px;"></div>		
		<small>Suburb/town</small>	<small>State/territory</small>	<small>Postcode</small>
		<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px; width: 60px;"></div>	<div style="border: 1px solid black; height: 30px; width: 60px;"></div>
<b>9</b>	<b>Authorised contact person's name</b>	<div style="border: 1px solid black; height: 30px;"></div>		
<b>10</b>	<b>Authorised contact person's position</b>	<div style="border: 1px solid black; height: 30px;"></div>		
<b>11</b>	<b>Authorised contact person's signature</b>			
		<i>'I declare it is a requirement of my tax authority to ask the ATO for a certificate of payment'</i>		
		<div style="border: 1px solid black; height: 100px;"></div>		
		<small>Date</small>		
		Day □ □	/	Month □ □
		/	Year □ □ □ □	

! Only use one application for each tax type

**12 What is the type of withholding tax?** Managed investment trust ☐ Interest ☐ Dividend ☐ Royalty ☐

Section D: **Payer declaration** – must be completed by the payer requesting this certificate of payment

Check that the information you have provided is true and correct.

Be aware that penalties may be imposed for giving false or misleading information.

The ATO is a government agency bound by the *Privacy ACT 1988* in terms of the collection and handling of personal information. For further information about privacy, please go to [ato.gov.au/privacy](https://ato.gov.au/privacy)

*I/We have not previously received a Certificate of Payment for:*  
 ■ *this tax type* ■ *this payee, and* ■ *financial year quoted in this application.*

☐ I/We have lodged and paid all relevant business activity statements and non-resident withholding tax has been included at label W3

☐ *We have paid the relevant withholding tax, using the correct payment code to ensure matching withholding tax liabilities have been raised.*

\_\_\_\_\_

\_\_\_\_\_

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Day                      Month                      Year

/   /

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## Lodging your application

You can lodge your completed form with us either electronically or by mail.

 For the most up to date lodgment information see [ato.gov.au/forms-and-instructions/certificate-of-payment](https://ato.gov.au/forms-and-instructions/certificate-of-payment)

### Electronically

Use Secure Mail or Practice Mail via one of the following services:

- Online services for individuals (only if you have an ABN/WPN)
- Online services for business
- Online services for agents.

Use the following topic and subject options:

**Topic:** View more topics

**Subject:** Certificate of Payment

### Mail

Send the signed paper form to us at:

**AUSTRALIAN TAXATION OFFICE**

**PO BOX 3544**

**ALBURY NSW 2640**