



Request to retain your refund

WHEN TO USE THIS FORM

Use this form if you want us to retain your refund for verification purposes under paragraph 8AAZLGA(1)(b) of the *Taxation Administration Act 1953* (TAA 1953) and you are either:

- lodging your activity statement
- a full self-assessment taxpayer for income tax purposes (for example, a company or super fund) lodging your tax return.

! You do not have to use this form; however, we encourage you to use it as it will give us the information we need to process your request.

If you make your request after you have lodged your return, we may have already processed your return and issued your refund by the time we get your request. To make sure we can action your request quickly, we encourage you to phone us on **13 28 66** and we will help you complete the form.

HOW TO COMPLETE THIS FORM

- Answer all questions.
- Place in all relevant boxes.

To make your request in writing, send the completed form and any supporting information to:

Australian Taxation Office
PO Box 3524
ALBURY NSW 2640

1 What is your name (for example, individual, partnership, company)

2 What is your Australian business number (ABN)

3 What is your tax file number (TFN)

! We are authorised by law to request your TFN. You do not have to quote your TFN. However, if you don't it could increase the chance of delay or error in processing your application.

4 Is the refund claimed on a tax return or activity statement?

Tax return

Activity statement What is the document identification number (DIN) on that activity statement?

5 Have you lodged the tax return or activity statement?

No Yes

6 Which income year or tax period is the tax return or activity statement for?

Day / Month / Year to Day / Month / Year
 / / to / /

7 Why do you want us to retain and verify your refund?

There are a number of factors that we must consider when processing your request.
For more information about these factors, refer to [Retaining refunds for integrity checks](#).

8 What type of business activity do you do?

9 Reason for refund – did you claim a refund in this return because of any unusual events or activities?

No Yes Provide details

10 Additional information

Provide any additional information about your business or refund that supports your claim.

More information

For more information about how to complete this form, phone us on 13 28 66.