



Request to remain on a lower withholding cycle (ATO initiated PAYG withholding cycle change)

Completing your application

- Refer to [Changing a withholding cycle](#) to help you complete this application.
- Make sure you sign the declaration before you lodge your application.
- Make a copy of your application for your own records.

If you are filling in this form by hand:

- Print clearly in BLOCK LETTERS using a black pen only.

! Do you have any overdue activity statements? If you have not lodged all your activity statements, you should get these up to date now so we can consider your application.

Section A: Entity information

1 Entity's Australian business number (ABN)

ABN

Branch number

2 Entity's name

3 Entity's postal address

Street address

Suburb/town/locality

State/territory

Postcode

4 Authorised contact person

Name

Contact phone number

Email address

Section B: Reasons for remaining on a lower withholding cycle

You will need to provide the reason for your request, outlining your change in circumstances and the estimated amount of withholding for the next financial year to assess your request.

Visit [Changing a withholding cycle](#) for the reasons we will approve/not approve the request to remain on a lower withholding cycle.

5 Date of ATO cycle change letter that you received

Day / Month / Year
 / /

6 Estimated PAYG withholding for income year

0 –

7 Estimated PAYG withholding

\$.00

8 Reason for your request with details outlining your change in circumstance

9 Provide further details that support your request

Section C: Declaration

 This section is compulsory

 You are nominating a representative (authorised contact), only the person currently on our records as an authorised representative can sign this declaration.

Who is the authorised person signing this declaration?

Full name of signatory

Before you sign this form

Make sure you have answered all the relevant questions correctly and read the privacy statement below before you sign and date this page. An incomplete form may delay processing and we may ask you to complete a new form.

Privacy

Taxation law authorises the ATO to collect information and disclose it to other government agencies. This includes personal information of the person authorised to sign the declaration. For more information see [Privacy](#) on our website.

Signature

Date

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Lodging this form

Make a copy of this form (and any attachments) for your own records before you:

- send it as an attachment using Online services for business or Online services for agents (you need to be registered to deal online – refer to [Online Services](#))
- fax it, with any attachments, to 1300 130 905
- mail it to:

Australian Taxation Office
PO Box 3373
PENRITH NSW 2740

 We aim to process your form within 21 days of receiving all the necessary information. If your form is incomplete, incorrect or needs checking, it may take longer.