



Nomination of a parliamentary representative

Use this form to nominate up to 2 members of parliament (usually your federal MP or Senator and the relevant Minister) as representatives to deal with the Australian Taxation Office (ATO) on your behalf or on behalf of an entity for whom you are an authorised representative.

A parliamentary representation can be lodged on behalf of a constituent without this form. However, it limits the ATO to providing general information only to the MP or Senator (taxpayer specific information cannot be provided to them). Taxpayer specific information can still be discussed directly with a constituent if it is their own account, or they are an authorised representative for the entity.

It is important to know that:

- unless you specify otherwise, this nomination will continue until the nominee ceases to be a member of parliament or until you let us know that the nomination no longer applies
- nominating a parliamentary representative does not cancel any previous nomination
- this nomination will allow the nominated member of parliament and their staff to receive information about the taxation affairs of either:
 - yourself
 - an individual for who you are already an authorised representative
 - a non-individual entity (company, trust, partnership, superannuation fund, etc) for who you are the primary contact or an authorised representative.

Be clear about how much authority you give

Think carefully about the extent of the authority that you are giving your parliamentary representative. We will only discuss your or the entity's tax affairs with the nominated representative according to the statement of authority on this form.

Instructions for completing this form

- Print clearly in BLOCK LETTERS using a black or dark blue pen.
- All sections must be completed.
- Place **X** in ALL applicable boxes.
- Do not use correction fluid or covering stickers.

Section A: Your details

Name

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given names

Postal address

Suburb/town/locality

State/territory

Postcode

Date of birth / /

Daytime phone number

Place **X** at the appropriate statement below, and provide the required information.

I authorise the parliamentary representative detailed in Section B and their staff to act on behalf of:

myself Tax file number (TFN)

OR

an individual or entity Legal name

Postal address

Suburb/town/locality State/territory Postcode

Phone number

Australian business number (ABN)

OR

TFN

 You are not required to provide a TFN, however, failure to provide it may result in a delay in processing this form. See 'Quoting TFNs' on page 4.

Your relationship to the individual or entity:

Tax agent

Legal representative

Authorised representative

Parent or guardian (of a minor)

Primary contact Specify office held (Director, Treasurer, Finance Officer etc)

Nomination details

Indicate which matters you nominate the representative to deal with on your behalf.

(Place **X** in ONE box only.)

To deal with the ATO and receive information concerning **all** of my taxation affairs.

OR

To deal with the ATO concerning the following specific matter(s):

 This nomination will continue indefinitely until you cancel it by phoning **13 28 61** (for individuals) or **13 28 66** (for businesses).

Section B: **Parliamentary representative details of MP or Senator**

Parliamentary representative 1

Name

Title: Mr Mrs Miss Ms Other

Parliamentarian's family name

Parliamentarian's first given name

Member or Senator for (electorate or state)

Parliamentary representative 2

Name

Title: Mr Mrs Miss Ms Other

Parliamentarian's family name

Parliamentarian's first given name

Member or Senator for (electorate or state)

Section C: Taxpayer's declaration

Who is the authorised person signing the declaration? (Complete all of the fields below.)

Full name of signatory

Daytime phone number

Mobile phone number

After hours phone number

Email address

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.

 Penalties may be imposed for giving false or misleading information.

I declare that the information given on this form is true and correct.

OR

I declare that:

- *this document has been prepared in accordance with information supplied by the individual*
- *I have received a declaration from the individual authorising me to complete this form and stating that the information provided to me is true and correct.*

Signature

You MUST SIGN here

Date

Day Month Year

 / /

Privacy

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy go to ato.gov.au/privacy

We may check the supporting documents you supply with the agencies that issues them.

Lodging this form

Individuals

You must return the completed form to your nominated parliamentary representative. You cannot lodge directly with the ATO.

Parliamentary representatives

You can lodge the form either:

- by email to ParliamentaryServices@ato.gov.au – attaching a scanned copy of the form
- by mail to **PARLIAMENTARY SERVICES, GPO BOX 9990 in your CAPITAL CITY.**

Scanning the form

If you are scanning the form into an electronic document, note that:

- The form must be scanned as one single document.
- Do not include any additional pages of information in that single scanned document.
- Provide any attachments with additional information as separate documents.

Disclaimer

You should be aware that the internet is not a secure environment. The ATO does not control the path of inbound and outbound emails, so the privacy of personal information sent by email cannot be guaranteed. You should be aware of this risk if you choose email to communicate with the ATO and those communications include your personal details.

If an email looks suspicious, do not respond. Instead, forward the email to reportemailfraud@ato.gov.au