



Application to cancel a GST or PAYG withholding branch

WHEN TO USE THIS FORM

Use this form to cancel a branch that has been established to account for goods and services tax (GST) and/or pay as you go (PAYG) withholding.

If you want to cancel a GST or PAYG registration, use the *Application to cancel registration (NAT 2955)* form.

! Branches with a GST registration should not be cancelled within 12 months of being formed unless the branch is no longer carrying on an enterprise.

Branches with only a PAYG withholding registration can be cancelled anytime.

! We will only cancel branch registrations if you are recorded with us as being authorised to update details on behalf of the parent entity.

⊖ DO NOT USE THIS FORM TO CANCEL:

- the parent entity's ABN. Use the *Application to cancel registration form (NAT 2955)*
- insolvency.

WHO SHOULD COMPLETE THIS FORM

A primary contact or authorised contact listed on our system has authority to complete this form.

➤ MORE INFORMATION

- Refer to [Primary contacts and authorised contacts](#).
- Phone us on **13 28 66** between 8.00am and 6.00pm, Monday to Friday.

We can only speak to a person recorded with us as being authorised to act on behalf of an entity.

WHEN COMPLETING THIS FORM

If you are filling in this form by hand:

- print clearly in BLOCK LETTERS using a black or dark blue pen
- place in all applicable boxes
- do not use correction fluid or covering stickers
- check you have signed and dated the declaration
- make a copy for your records
- mail or fax your completed form to the address shown on page 3.

If you are filling in this form on screen:

- download a copy of this form to your computer
- when complete, print two copies
- sign and date the declaration
- mail or fax your completed form to the address shown on page 3
- keep the second copy for your records.

Section A: Entity information

1 What is the parent entity's Australian business number (ABN)?

When the term 'parent entity' is used, it refers to the entity which registers a branch for GST or PAYG withholding purposes.

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2 What is the parent entity's legal name as it appears on the Australian Business Register (ABR)?

3 What is the name of the branch you want to cancel?

This name can be:

- a name known by suppliers and customers
- used in advertising and on business cards
- registered with other government departments.

! The name must be distinct to avoid confusion with other branches when reporting information to us.

! If you wish to cancel more than one GST or PAYG withholding branch, complete a copy of Attachment A for each branch.

4 What is the account number of the branch being cancelled?

This number can be found at the top right of your activity statement or notification of registration.
For example, ABN 12 345 678 901 **004**.

5 Do you wish to: (place in all applicable boxes.)

cancel a GST branch?

cancel a PAYG withholding branch?

6 From what date do you want to cancel the branch?

Day Month Year
 / /

7 What is the branch's business location or address?

This must be a street address, for example, 123 Smith St. This cannot be a post office box number, roadside mail bag, roadside delivery, or other delivery point address.

Suburb/town

State/territory

(Australia only)

Postcode

(Australia only)

Country if other than Australia

8 Why do you want to cancel the branch?

For example, branch has ceased providing taxable supplies or branch has ceased trading.

9 Do you want to cancel more than one branch?

No

Yes Complete Attachment A at back of form.

Section B: Declaration

! Only a person currently on our records as being authorised by the parent entity to act on its behalf can sign this declaration.

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

Full name of signatory

Position held (For example, director, registered tax or BAS agent, trustee or partner)

Business hours phone number (a contact number must be provided)

Fax number

Mobile phone number

Registered tax or BAS agent's number (if applicable)

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 application.

⊖ Penalties may be imposed for giving false or misleading information.

I declare that:

- I am authorised to make this application on behalf of the entity whose ABN appears on this form
- the information given on this form (including attachments) is true and correct.

Signature

You MUST SIGN here

Date

Day / Month / Year
 / /

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 information about your privacy go to ato.gov.au/privacy

Lodging this form

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

- send it as an attachment using the Business or Tax Agent Portals (you need to be registered to deal online - refer to [Online Services](#))
- fax it to **1300 130 905** (do not include a header or cover sheet as this will delay processing)
- mail it to
Australian Taxation Office
PO Box 3373
PENRITH NSW 2740

! We will aim to process your application within 28 days of receiving all the necessary information. If your application is incomplete, incorrect or needs checking, it may take longer. Do not lodge another form during this time.

Attachment A: Cancel an additional branch

! If you want to cancel more than one branch, make sufficient copies of this page before you complete it. Remember to include the additional pages with your application.

3a What is the name of the branch you want to cancel?

This name can be:

- a name known by suppliers and customers
- used in advertising and on business cards
- registered with other government departments.

! The name must be distinct to avoid confusion with other branches when reporting information to us.

4a What is the account number of the branch being cancelled?

This information may be found on your activity statement or your notification of registration. The account number will follow an identifier such as an ABN – for example, ABN 12 345 678 901 **004**.

5a Do you wish to: (place in all applicable boxes.)

cancel a GST branch?

cancel a PAYG withholding branch?

6a From what date do you want to cancel the branch?

Day Month Year
 / /

7a What is the branch's business location or address?

This must be a street address, for example, 123 Smith St. This cannot be a post office box number, roadside mail bag, roadside delivery, or other delivery point address.

Suburb/town

State/territory

(Australia only)

Postcode

(Australia only)

Country if other than Australia

8a Why do you want to cancel the branch?

For example, branch has ceased providing taxable supplies or branch has ceased trading.