



Closely held trusts – adding or cancelling a pay as you go (PAYG) withholding business account

! The fastest way to update your details is over the phone. See 'More information' below.

The trustee of a closely held trust is required to withhold from payments made to certain beneficiaries (individuals, trustees, companies, partnerships and superannuation funds) where the beneficiary has not provided their tax file number (TFN) to the trustee.

We will only add or cancel a new business account if you are recorded with us as being authorised to update details on behalf of the trust.

You **cannot** use this form to cancel your PAYG withholding accounts for entities other than closely held trusts. To find out more about cancelling PAYG withholding accounts for other entities, visit ato.gov.au or phone us.

INSTRUCTIONS FOR COMPLETING THIS FORM (ON PAPER)

- 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 the last page of this form.

INSTRUCTIONS FOR COMPLETING THIS FORM (ON SCREEN)

- You can complete and save this form on screen.
- Complete the relevant sections as per question 1.
- When completed, lodge it using one of the methods in 'Lodging this form' on the last page.

➤ MORE INFORMATION

- Phone **13 28 66** between 8.00am and 6.00pm, Monday to Friday.
- Refer to [TFN withholding for closely held trusts](#).

Section A: Trust information – this section is compulsory

1 Which of the following does the trust want to do?

Add a pay as you go (PAYG) withholding business account for closely held trust purposes. Complete sections A, B, C, D and F.

Cancel a pay as you go (PAYG) withholding business account for closely held trust purposes. Complete sections A, E and F.

2 What is the trust's Australian business number (ABN)? (If applicable)

3 What is the trust's tax file number (TFN)?

4 What is the trust's legal name?

5 What is the name of this account?

If you are adding a PAYG withholding account for closely held trust purposes and would like a name other than your legal name to appear on the annual activity statement, include that information here.

If you are cancelling a PAYG withholding account for closely held trust purposes, include the name as shown on the last annual activity statement sent to you.

➤ To cancel a PAYG withholding account, go to section E.

Section B: Address details

6 Where is the trust's main business location or address?

This must be a street address, for example, 123 Smith St.

It cannot be a post office box number, roadside mailbag, roadside delivery or other delivery point address but it can be a home address if you operate a home-based business.

| | | |
|--------------------------|---|--|
| <input type="text"/> | | |
| <input type="text"/> | | |
| Suburb/town/locality | State/territory | Postcode |
| <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <small>(Australia only)</small> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>(Australia only)</small> |
| Country if not Australia | <input type="text"/> | |

7 What is the trust's postal address for the service of notices and correspondence?

This is the address where government departments and agencies will send notices and correspondence.

As above If the entity's postal address is the same as the business address, place an X in this box.

| | | |
|--------------------------|---|--|
| <input type="text"/> | | |
| <input type="text"/> | | |
| Suburb/town/locality | State/territory | Postcode |
| <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <small>(Australia only)</small> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>(Australia only)</small> |
| Country if not Australia | <input type="text"/> | |

8 What is the trust's email address for service of notices and correspondence?

This is the address where government departments and agencies may send notices and correspondence.

Provide only one email address.

Section C: Contact details

9 Who is the authorised contact person for the trust?

Provide details of a person who may be contacted for further information. They must be authorised to make changes or update information on behalf of the entity, for example, a registered tax agent. For more information about what an authorised contact can do on your behalf, refer to [Primary contacts and authorised contacts](#).

Title: Mr Mrs Miss Ms Other

Family name

Preferred name

Position held

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

Mobile phone number

After hours phone number

Fax number

Email address of contact person (use BLOCK LETTERS)

Preferred language, if other than English. We may not be able to speak to the contact person in their preferred language.

10 If the trust's registered tax agent is the authorised contact, provide their registration number.

If number cannot be found, leave this blank.

Section D: Register pay as you go (PAYG) withholding for closely held trust purposes

You need to register for PAYG withholding if the closely held trust is required to withhold amounts from payments it makes to certain beneficiaries, where they have not provided their TFN to the trustee.

11 When will withholding commence?

Day Month Year
□□ / □□ / □□□□

ⓘ If the trust's PAYG withholding registration is backdated, it may be liable for general interest charge on amounts withheld.

12 How many beneficiaries does the trust estimate it will pay and withhold from?

13 What amount does the trust expect to withhold from payments made under the closely held trusts measure?

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▶ Go to section F.

Section E: Cancel the PAYG withholding registration for closely held trust purposes

Cancelling the PAYG withholding for closely held trust purposes will NOT cancel any other PAYG withholding accounts.

14 From what date does the trust want the cancellation to take effect?

Day Month Year
□□ / □□ / □□□□

Section F: Declaration

! Only a person currently on our records as having authority to update registration details on behalf of the trust can sign this declaration. For more information refer to [Primary contacts and authorised contacts](#).

15 Who is the authorised person signing this declaration? (complete all of the fields below)

Full name of signatory

Position held or registered tax or BAS agent's number

Business hours phone number

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.

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

Place an X in this box to confirm you have read the following statement.

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 the information supplied by the trustee*
- *I have received a declaration from the trustee authorising me to complete this form and that the information provided to me is true and correct.*

Signature

You MUST SIGN here

Date

Day Month Year

/ /

Lodging this form

Make a copy of this application (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 – find out more at ato.gov.au/onlineservices)
- fax it, with any attachments, 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 aim to process your form within 28 days of receiving all the necessary information. If your form is incomplete, incorrect or needs checking, it may take longer. Do not lodge another application during this time.