



Nomination of a legal representative to act on behalf of an individual

! The fastest way to nominate a representative is over the phone. See 'More information' below.

Alternatively, you can use this form to notify us if you have appointed a legal representative (barrister or solicitor) to deal with the Australian Taxation Office (ATO) about your personal taxation affairs on your behalf.

It is important to know that:

- any nomination will continue indefinitely until you let us know that it no longer applies
- nominating a legal representative does not cancel any previous nomination
- you will need to phone us if you no longer want a representative to act on your behalf. See 'More information' below.

Scope of legal representative authority to act on your behalf

To nominate a legal representative to be your authorised representative for all matters administered by the ATO, you must indicate this by marking 'X' next to 'concerning all my taxation affairs', under section B.

You can limit your legal representative's authority to specific matters only. Indicate this by marking 'X' next to 'concerning the following specific matter(s)', under section B.

⊖ BE CLEAR ABOUT HOW MUCH AUTHORITY YOU GIVE

Think carefully about the extent of the authority you are giving. The ATO will only discuss your taxation affairs with your legal representative according to your statement of authority on this form.

! The names of the legal firm and specific authorised legal representatives will be placed on your record as your authorised representatives. No discussion of your affairs can take place unless authority to do so has been recorded on our systems and the proof of record ownership is satisfied.

➤ MORE INFORMATION

Phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday.

If you phone you will need to establish your identity by providing details of **three** of the following items that are currently on our records, for example:

- your date of birth
- your telephone number, business, residential, postal or email address (**maximum of one**)
- your bank account number (BSB number not required), and/or
- details from an ATO generated notice (**maximum of two different notices**, for example, the sequence number from any notice of assessment issued to you).

To help with your enquiry you may also quote your tax file number (TFN). See the Privacy note in the declaration on page 3.

INSTRUCTIONS FOR COMPLETING THIS FORM

- 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.

Section A: Client details

Details of yourself, the client who is nominating a legal representative:

Name

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given names

Address

Suburb/town/locality

State/territory

Postcode

Date of birth Day / Month / Year

Daytime phone number

Tax file number (TFN)

Australian business number (ABN)

➤ See the Privacy note in the Declaration on page 3.

Section B: Legal representative details

Name of legal practitioner or practice

Names of authorised legal representative(s)

 Provide at least one phone number below.

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)

Place an at the appropriate statement below.

I nominate my legal representative (and specified members of the legal practice) to deal with the ATO on my behalf and receive information:

concerning all of my taxation affairs

or

concerning the following specific matter(s):

Income Tax

Goods and services tax (GST)

Excise


Superannuation

Fringe benefits tax (FBT)

PAYG Withholding

PAYG income tax instalments

Any other specific matter e.g. Freedom of information (FOI) (please specify below)

 This nomination will continue indefinitely until you phone and let us know that you no longer want your legal representative to act on your behalf. See 'More information' on page 1.

Section C: Declaration

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.

! You, the client who is nominating a legal representative, must sign the declaration.

Your signature as the authorised contact.

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

Signature

You MUST SIGN here

Date

Day

Month

Year

Privacy

We are authorised by the *Taxation Administration Act 1953* to request tax file numbers (TFNs). We will use your TFN to identify you in our records. It is not an offence not to provide TFNs. However, if you do not provide your TFN, there may be a delay in processing this form.

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

Lodging this form

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

■ fax it to **1300 130 917** (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

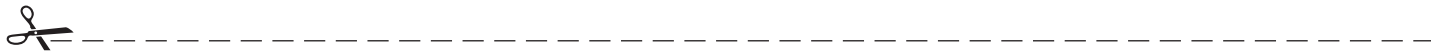
Helpful information (DO NOT SEND THIS PAGE TO THE ATO)

ATO FORMS LODGED BY YOUR REPRESENTATIVE

Your representative can only lodge certain ATO forms on your behalf, such as your income tax return, if you have given them a declaration for this purpose. If you make a declaration, your representative should hold the original and you should keep a copy.

Below is a **sample declaration** that you may use.

 You **do not** need to send this page or this declaration to the ATO.



Declaration under Section 388-65 of Schedule 1 to the *Taxation Administration Act 1953*

I

hereby authorise

to give to the Commissioner of Taxation my

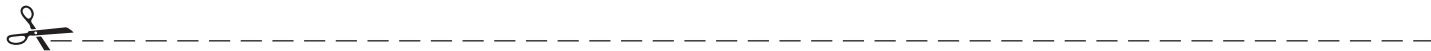
for the period ended ^{Day} / ^{Month} / ^{Year} .


I declare that the information I have provided to
for this purpose is true and correct.

Signature

Date

^{Day} / ^{Month} / ^{Year}



 Remember you are still responsible for the accuracy of information you give us, even if someone else, including a registered taxation or BAS agent, helps you to prepare a tax return or other tax document.