

# Tax file number – application or enquiry for permanent migrants and temporary visitors to Australia



For more information,  
visit [ato.gov.au](http://ato.gov.au)



## INTRODUCTION

### YOUR TAX FILE NUMBER (TFN) AND KEEPING IT SAFE

A TFN is a unique number we issue to individuals. It is an important part of your tax and superannuation records, as well as your identity. It is also an important part of locating and keeping track of your superannuation savings. In the wrong hands, it could be used to commit fraud, so **keep it safe**. Make sure you protect your identity by keeping all your personal details secure, including your TFN.

We only issue one TFN to you during your lifetime – even if you change jobs, change your name, leave or return to Australia.

➤ You can find out more about how to protect your TFN and avoid identity crime at [ato.gov.au/identitycrime](https://ato.gov.au/identitycrime)

### WHEN TO USE THIS FORM

You can use this form if you:

- have never had a TFN
- are not sure if you have a TFN
- have a TFN but cannot find it on any of your tax papers.

### WHAT IF I HAVE LOST MY TFN?

If you have lost your TFN or are not sure you have one, check all your correspondence from us or contact your registered tax agent. If you still cannot find your TFN or would like to update your details, you can contact us – see 'More information' on page 4.

### WHO SHOULD COMPLETE THIS APPLICATION?

- an approved working holiday-maker
- a New Zealander (because you are automatically granted a visa on arrival)
- an overseas student and your visa has been amended to allow you to work
- a person with a valid visa allowing you to stay in Australia indefinitely
- a person with a valid visa with work rights.

You need a valid passport or relevant travel documents and must be:

- authorised to work in Australia by the Department of Immigration and Border Protection (DIBP) or have a valid overseas student visa, or
- allowed to remain in Australia indefinitely, and
- in Australia when you lodge your application.

We will compare your personal and travel document details with DIBP records to validate your details.

If you do not have the right to work but need a TFN for other purposes, you **cannot use** this form. For other ways to apply, go to [ato.gov.au/tfn](https://ato.gov.au/tfn)

⚠ If you are a non-resident of Australia for tax purposes, you may not need a TFN. You should not complete a TFN application if you only receive:

- interest from an Australian bank account
- dividends from Australian shares
- royalty payments.

### WHEN WILL I RECEIVE MY TFN?

You should receive your TFN within 28 days after we receive your completed application. Your TFN will be sent to the postal address on your application.

We appreciate your patience during the processing period – do not lodge another application during this time.

# HOW TO COMPLETE THE APPLICATION FORM

## SECTION A: TRAVEL DOCUMENTATION DETAILS

In this section, you will need to provide your:

- passport or travel document number
- passport country of origin, which must match the nationality on your passport or travel document.

## SECTION B: PERSONAL DETAILS

Your answers to the questions in this section will help us establish whether you are already on our records or not.

In this section, you will need to provide your:

- name, which must match your passport or travel documents
- date of birth, which must match your passport or travel documents
- gender
- spouse details.

### Gender

The gender on your supporting documents must match your selection at question 5. If not, you need to provide a certified copy of one of the following as an additional supporting document:

- a statement from a Registered Medical Practitioner or a Registered Psychologist which specifies your gender
- a valid Australian Government travel document, such as a valid passport, which specifies your gender, or
- a state or territory birth certificate, which specifies your gender. A document from a state or territory Registrar of Births, Deaths and Marriages recognising your change in gender will also be sufficient evidence.

➔ For more information on the Recognition of Sex and Gender, go to [ato.gov.au/gender](https://ato.gov.au/gender).

### ! DEFINITION OF SPOUSE

A spouse includes another person (of any sex) who:

- you are legally married to
- you are in a relationship with that is registered under a prescribed state or territory law
- although not legally married to you, lives with you on a genuine domestic basis in a relationship as a couple.

## SECTION C: EXISTING TFN OR AUSTRALIAN BUSINESS NUMBER INFORMATION

In this section, you can advise us if you:

- have previously had a TFN or Australian business number (ABN)
- have previously lodged a tax return in Australia
- own property in Australia
- have business interests in Australia.

## SECTION D: ADDRESS DETAILS

In this section, you need to provide your address details. You must provide an Australian postal address, because this is where your TFN notification letter will be sent.

We may use these details to send notices and correspondence about your taxation affairs.

## SECTION E: CONTACT DETAILS

In this section, you will need to provide your:

- phone number (this can be a mobile number)
- email address.

We may use these details to contact you, as well as send notices and correspondence about your taxation affairs.

You can also provide details of another person we may contact for further information about this application.

## SECTION F: DECLARATION

Once you have completed this application, you are required to read and sign the declaration.

! If you are completing this TFN application on behalf of another person, this does not give you the authority to ask about their tax matters.

## LODGING YOUR APPLICATION

Make a copy of this application for your own records before you lodge it. See page 4 of the form for where to lodge.

## MORE INFORMATION

### Internet

- Visit [ato.gov.au](http://ato.gov.au) for general information about TFNs, tax and superannuation in Australia.
- Visit [ato.gov.au/internationaltax](http://ato.gov.au/internationaltax) to determine your Australian residency status for tax purposes, find out how Australian tax applies if you work or invest in Australia, and whether you need to lodge an Australian income tax return.

### Phone

For more information about TFNs, phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday.

If you phone us, we need to know we are talking to the right person before we can discuss your tax affairs – we'll ask for details only you, or someone you've authorised, would know.

An authorised contact (nominated representative) is someone who you have previously told us can act on your behalf.

If you do not speak English well and need help from the ATO, phone the Translating and Interpreting Service on **13 14 50**.

If you are deaf, or have a hearing or speech impairment, phone the ATO through the National Relay Service (NRS) on the numbers listed below:

- TTY users – phone **13 36 77** and ask for the ATO number you need
- Speak and Listen (speech-to-speech relay) users – phone **1300 555 727** and ask for the ATO number you need
- internet relay users – connect to the NRS on [relayservice.gov.au](http://relayservice.gov.au) and ask for the ATO number you need.

## OUR COMMITMENT TO YOU

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information in this publication and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we must still apply the law correctly. If that means you owe us money, we must ask you to pay it but we will not charge you a penalty. Also, if you acted reasonably and in good faith we will not charge you interest.

If you make an honest mistake in trying to follow our information in this publication and you owe us money as a result, we will not charge you a penalty. However, we will ask you to pay the money, and we may also charge you interest. If correcting the mistake means we owe you money, we will pay it to you. We will also pay you any interest you are entitled to.

If you feel that this publication does not fully cover your circumstances, or you are unsure how it applies to you, you can seek further assistance from us.

We regularly revise our publications to take account of any changes to the law, so make sure that you have the latest information. If you are unsure, you can check for more recent information on our website at [ato.gov.au](http://ato.gov.au) or contact us.

This publication was current at **July 2016**.





## Section D: Address details

### 12 What is your Australian postal address?

Your TFN advice will be sent to this address during the next 28 days.  
Your postal address can be a post office (PO) box or street address.

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb/town/locality	State/territory	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 13 What is your current home address?

This must be a permanent street address – for example, 123 Smith St. It cannot be a post office box, RMB, RSD or other delivery point address. Write 'As above' if same as postal address at question 12.

**!** If you are a temporary visitor, your home address may be your overseas address.

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb/town/locality	State/territory	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country if other than Australia	(Australia only)	(Australia only)
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section E: Contact details

We may use these details to contact you, as well as send notices and correspondence about your taxation affairs.

### 14 What are your contact details?

Daytime phone number (include area code)

Mobile phone number

Email address (use BLOCK LETTERS) – such as EXAMPLE@PROVIDER.COM.AU

### 15 Do you want to provide an alternative contact person?

**!** These details will only be used if we need help to process this form and will not be recorded on our systems. If you would like to add an authorised contact (nominated representative) on our systems to deal with us on your behalf, you will need to contact us when you receive your TFN.

No  Go to section F.

Yes  Provide the details of another person who we can contact for further information about your application below.

Contact person's name

Their daytime phone number (include area code)

Their mobile phone number

Their email address (use BLOCK LETTERS) – such as EXAMPLE@PROVIDER.COM.AU

