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

For more information, visit 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.

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

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.

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.
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 or contact us.

This publication was current at July 2016.
WHEN COMPLETING THIS APPLICATION
- Refer to the instructions to help you complete this application.
- Answer all the questions – otherwise, we may need to contact you for further information.
- Print clearly, using a black or dark blue pen. Do not use erasable ink.
- Use BLOCK LETTERS and print one character in each box.
- Place X in all applicable boxes.
- Do not use correction fluid or covering stickers.
- Sign next to any corrections.
- Make sure you read the privacy statement and sign the declaration at the end of the form.

INFORMATION TO HELP YOU FILL IN YOUR APPLICATION

Australian state codes
- ACT – Australian Capital Territory
- NSW – New South Wales
- NT – Northern Territory
- QLD – Queensland
- SA – South Australia
- TAS – Tasmania
- VIC – Victoria
- WA – Western Australia

Australian telephone area codes
- ACT/NSW – 02
- VIC/TAS – 03
- QLD – 07
- SA/NT/WA – 08

Section A: Travel documentation details

1 What is your passport or travel document number?
   This is the number shown on your current passport or travel document.

2 Which country issued your current passport or travel document?
   This must match the nationality shown on your passport or travel document.

Section B: Personal details

3 What is your full name?
   This is your name as it appears on your passport or travel document.

   Title:  Mr  Mrs  Miss  Ms  Other

   Family name

   First given name
   Other given names
4 Have you ever had another name?
For example, an alias, your name before marriage, name at birth, or an anglicised version of your name.

- No
- Yes [ ] Provide details below.

**Type of name?** (Place X in ONE box only.)

- Your previous married name
- The name on your birth certificate
- A shortened version of your name
- Your skin name

- Your name before marriage
- An anglicised name
- An assumed name (known as)

**Other** [ ] Provide details

- Family name
- First given name
- Other given names
- Other

- Title: [ ] Mr [ ] Mrs [ ] Miss [ ] Ms [ ] Other

If you have more names, provide details on a separate sheet of paper and include with your application. Make sure you provide full names and indicate type of name.

5 What is your gender?

- Male
- Female
- Indeterminate

The gender on your supporting documents must match your selection. For more information see instructions page 3.

6 What is your full date of birth as shown on your passport or travel document?

- Day
- Month
- Year

5 What is your gender?

- Male
- Female
- Indeterminate

The gender on your supporting documents must match your selection. For more information see instructions page 3.

6 What is your full date of birth as shown on your passport or travel document?

- Day
- Month
- Year

7 Do you have a spouse? [ ] See instructions page 3.

- No
- Yes [ ] Provide details below.

- Spouse’s title: [ ] Mr [ ] Mrs [ ] Miss [ ] Ms [ ] Other

- Spouse’s family name

- Spouse’s first given name
- Spouse’s other given names

- Spouse’s date of birth

Check that you have given your name before marriage or previous married name at question 4, if applicable.

Section C: Existing TFN or Australian business number (ABN) details

8 Have you ever applied for a TFN before?

- No
- Yes [ ] Provide your TFN (if known)

See ‘Privacy’ in the Declaration on page 4 of this form.

9 Have you ever applied for an ABN before?

- No
- Yes [ ] Provide your ABN (if known)

10 Have you ever lodged a tax return in Australia?

- No
- Yes [ ] In what year?

11 Do you own property or have other business interests in Australia?

- No
- Yes
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.

Suburb/town/locality  State/territory  Postcode

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.

Suburb/town/locality  State/territory  Postcode

Country if other than Australia

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.

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
Section F: 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 and we may ask you to complete a new form.

Penalties may be imposed for giving false or misleading information or for the unauthorised use of a TFN.

Privacy
The ATO is authorised by the Taxation Administration Act 1953 to request your tax file number (TFN). We will use your TFN to identify you in our records. It is not an offence not to provide your TFN. 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 to disclose it to other government agencies. For information about your privacy, go to ato.gov.au/privacy.

We may check the information you supply against your visa file held by the Department of Immigration and Border Protection (DIBP).

16 Who is the authorised person signing this 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.

Full name of signatory

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

Signature

Date

Day / Month / Year

You MUST SIGN here

Lodging your application

You can lodge your completed application by mailing it to us at

Australian Taxation Office
PO Box 9942
MOONEE PONDS VIC 3039

Do not send your passport or identification documents to us – we will verify your identity electronically.