



# Tax file number application or enquiry for an individual

Please read this page and the back page carefully before completing this application. This will ensure that unnecessary processing delays are avoided.

Please tick the appropriate box:

- I am applying for a tax file number (TFN).
- I am not sure if I have a TFN.
- I need to be advised of an existing TFN.

## Who should use this application?

Use this application if:

- you have never had a TFN, or
- you are not sure if you have a TFN, or
- you know you have a TFN but cannot find it on any tax papers you have. In these circumstances full proof of identity may not be required.

**Do not use this application if you are a non-resident and applying for purposes other than employment. Please use a *Tax file number application for individuals living outside Australia.***

### You must provide proof of identity.

When you lodge your application you must provide appropriate **original** documents which prove your identity.

If you do not provide appropriate proof of identity with the application, we cannot give you a TFN.

Appropriate proof of identity documents are listed on the back page.

## When completing this application:

- please print clearly in pen using block letters and tick the appropriate boxes.
- if you make a mistake do not use correction fluid or covering stickers. Correct the application clearly and authorise the corrections with your full signature. We will not accept initialled corrections.
- make sure you answer all the questions, otherwise we may have to contact you for the missing information or return your application to be completed. This may delay getting your TFN.

### Having difficulties?

If you need help to fill in your application or you have difficulty providing enough proof of identity, please contact the Australian Taxation Office (ATO) for assistance on **13 2861**.

## Privacy of information

The information requested is required by the *Income Tax Assessment Act 1936*. Some of the information may be given to other government agencies that are authorised to receive it including Centrelink and the Department of Veterans' Affairs.

### How will you receive your TFN?

We will send your TFN to your postal address within 28 days of your application being received by the ATO.

Please do not enquire about your application during this processing period.

**We will not give you a TFN over the telephone.**

## Where do you lodge your completed application?

You can take your application and proof of identity documents to:

- any ATOaccess site.
- your Centrelink office, if you need to give them your TFN for a benefit.
- your Department of Veterans' Affairs office, if you need to give them your TFN.

If you cannot take them personally, post your application and proof of identity documents to:

Australian Taxation Office  
PO Box 9942  
MOONEE PONDS VIC 3039

If you lodge your completed application at Centrelink or the Department of Veterans' Affairs, you need to provide the relevant department with the proof of identity documents required for your income support payment.

# Tax file number application or enquiry for an individual

PLEASE PRINT IN BLOCK LETTERS AND DO NOT USE CORRECTION FLUID.

ATO USE ONLY		

## 1 Why do you need a tax file number (TFN)? Tick one box.

- To give to your employer
- Please note: Non-residents of Australia will not be given a TFN for employment purposes unless they have been authorised to work in Australia by the Department of Immigration and Multicultural and Indigenous Affairs.**
- To give to a bank or other financial institution
- To give to Centrelink for various income support payments
- To give to the Department of Veterans' Affairs
- To register for Child Support Agency payments

Other — please describe

## 2 Your full name

Mr  Mrs  Miss  Ms  Other title

NOTE: If Mrs, you must complete question 3.

Surname or family name

First given name

Other given name(s)

## 3 Are you or have you been known by any other names — for example, a maiden name?

- No  Go to 4.
- Yes  Give all other names and describe the type of name.

Full name — underline surname or family name

Type of name

Type of names include:

- name at birth
- assumed name (known as)
- anglicised name
- maiden name
- previous married name
- Indigenous name
- shortened version

If more than one other name, attach a sheet giving full names and types of names.

## 4 Have you ever had a TFN, lodged a tax return or lodged a previous TFN application?

- No  Go to 5.
- Not sure  Give details.
- Yes  Give details.   
The year you last dealt with the ATO

Your full name at the time — underline surname or family name

Postal address at the time for tax matters

STATE  POSTCODE

Name of your tax agent or accountant at the time — if applicable

## 5 Your sex

Male  Female

## 6 Your date of birth

DAY / MONTH / YEAR

## 7 Were you born in Australia?

Yes  Go to 8.

No  Date of most recent arrival in Australia  
Go to 9.

DAY / MONTH / YEAR

**Note:** If you have arrived in Australia within the past 2 years you must provide a valid passport with a current visa as one type of proof of identity.

## 8 Have you previously lived overseas?

No  Go to 9.

Yes  Date of return to Australia

DAY / MONTH / YEAR

Period of time living overseas  
Go to 9.

## 9 Are you an Australian resident?

An Australian resident for tax purposes is generally someone who has always lived in Australia or someone who has come to Australia and lives here.

Yes  Go to 10.

No  Go to 10.

**Note:** If you are an overseas student enrolled in a course of study in Australia for longer than 6 months, you may be an Australian resident for tax purposes. You will need proof of your student status.

If you are on a working holiday or backpacking then you are NOT likely to be an Australian resident.

## 10 Postal address where you want your TFN sent and for future service of notices

For example, write your home address, or your post office box, or your tax agent's postal address.

STATE  POSTCODE

## 11 Your current home address

**Note:** This must be a permanent street address not a post office box, RMB, RSD or temporary lodgings. Print your overseas address if you are not an Australian resident.

STATE  POSTCODE

COUNTRY IF NOT AUSTRALIA

## 12 Do you live with a spouse — married or de facto?

No  Go to 13.

Yes  Give details of your spouse.

Surname or family name

First given name

Other given name(s)

Date of birth DAY / MONTH / YEAR

**13 Do you have a tax agent?**

No  Go to 14.

Yes  Give details.

Tax agent's business name

Name of the person you are dealing with

Tax agent's phone (Area code )

Tax agent's registration number

**14 Your occupation**

**15 A daytime phone number where you can be contacted or a message can be left**

**16 If the ATO needs to obtain further information to process your TFN application, do you want us to contact a relative or friend who will be able to assist us?** This could be for reasons such as language difficulties, your age, illness or infirmity.

No  Go to 17.

Yes  Give details.

**Note:** If you are between the ages of 12 and 16 and you are completing this application yourself, you must answer this question. If you are a parent or guardian completing this application on behalf of the applicant, please insert your own contact details.

Name of the person the ATO should contact

Daytime phone (Area code )

**17 You may have received requests for your TFN from Centrelink or the Department of Veterans' Affairs. Do you authorise the ATO to give your TFN to any of these agencies?**

No  Go to 18.

Yes  Note: If you tick Yes you must lodge this application with the appropriate agency.

Tick appropriate box

Centrelink

Veterans' Affairs

The ATO will send your TFN to Centrelink or Veterans' Affairs for you. We will also post your TFN to you.

**18 DECLARATION**

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

Your signature

**Note: If you are signing on behalf of the person who is applying for a TFN please provide your full name.**

Your full name

Date

**When you lodge your application you must provide original documents that prove your identity. These documents are listed on the back page.**

Please note: There are penalties for deliberately making a false or misleading statement.

**OFFICE USE ONLY**

**Pol certification**

Centrelink and DVA officers are to fill out this section only if the applicant is a client of their agency. If the application is lodged through one of these agencies then documents do not have to be listed below.

**Applicant:**

Document code	Document no. if applicable	Place of issue	Date of issue or expiry

**Representative:**

Document code	Document no. if applicable	Place of issue	Date of issue or expiry

Visa number

Visa class/sub class

Examiner's signature

Examiner's name (please print)

Phone

Date

Client number

App. number

Prefix

Office code

Office stamp

# Proof of identity documents

When you lodge your application at a tax office you must show documents from the category A and category B lists which prove your identity.

You must show **original** documents, not photocopies. We will only accept documents that are unaltered in their original form.

We will not accept a document that has been corrected or changed and initialled.

If you post your application and proof of identity documents, we will return your documents by registered post.

If an original proof of identity document is in a language other than English, provide a written translation, certified as a true and correct copy by an authorised translation service such as the Department of Immigration and Multicultural and Indigenous Affairs, an appropriate embassy or a professional translation service.

From the lists of category A and category B documents on this page, you must provide **full** proof of identity which is:

**2 different category A documents**



OR

**1 category A document plus  
1 category B document**



OR

**3 different category B documents**



If any of the documents are in a previous name, you must provide an additional document which shows how your name was changed—for example, a marriage certificate.

**If you are under 16, you need  
only provide one document  
from category A or B.**

**A or B**

If you are between 12 and 16 years of age, you **OR** a parent or guardian must sign this application. If necessary, you **must** answer question 16 indicating your authority for the ATO to speak to your parent or guardian about this application. If you are under 12 years of age, your parent or guardian **must** sign this application on your behalf. If you are a parent or guardian completing this application on behalf of the applicant you **must** answer question 16 and insert your own details.

Where a parent or guardian signs, they must provide documentation **in addition** to the documents proving the identity of the applicant. Parents or guardians must provide their own proof of identity documents as outlined above and establish their relationship with the applicant by providing a link document, such as the applicant's birth certificate or guardianship papers.

## Category A documents

**A01** current Australian passport

**A02** current overseas passport with evidence of Australian immigration status

**A03** certificate of Australian citizenship

Only one of the following 4 documents that is less than 1 year old and was issued from an Australian State education authority, examination authority, university, college or school

**A06** a degree or diploma

**A07** an examination certificate or record of achievement

**A08** a school/examination report

**A09** a current student identification card with photo—a travel concession card is not acceptable

**Please note:** If any of these are provided B16 to B18 are not acceptable.

**A10** certificate of identity issued by the Australian Department of Foreign Affairs and Trade

## Category B documents

**B01** full Australian or overseas birth certificate  
**Please note:** Overseas certificates must be translated

**B03** Australian pension concession card or notice or advice of Australian pension—where name and address match those on this application

**B04** current Australian driver's licence or learner's permit with photo—where name and address match those on this application

**B07** Government issued marriage certificate

**B08** Australian adoption papers

**B09** maintenance agreement registered with the Australian Family Court or Magistrates Court

**B10** Certificate of Evidence of Australian Citizenship

**B12** property rates notice **less** than 1 year old, issued for an Australian property. The name and Australian address must match those on this application

**B15** title or deed to Australian real estate, or registered mortgage papers on an Australian home or property

Only one of the following 3 documents that is **more** than 1 year old and was issued from an Australian State education authority, examination authority, university, college or school

**B16** a degree or diploma

**B17** an examination certificate or record of achievement

**B18** an examination report

**Please note:** These are not acceptable if A06 to A09 are supplied.

Only one of the following 3 documents. The name and Australian address must match those on this application

**B19** a current home contents or property insurance policy

**B20** a current life insurance policy

**B21** a current car insurance policy

Only one of the following 4 documents that is **less** than 1 year old. The name and Australian address must match those on this application

**B23** a bank account statement

**B24** a building society account statement

**B25** a credit union account statement

**B26** a finance company account statement

**Please note:** The statement must be issued by an Australian branch of a financial institution.

One or 2 different types of Australian legal documents that are **less** than 1 year old, from this list:

**B27** summons

**B28** bail paper

**B29** restraining order

**B30** police order

**B31** discharge certificate from a prison

**B32** parole order



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