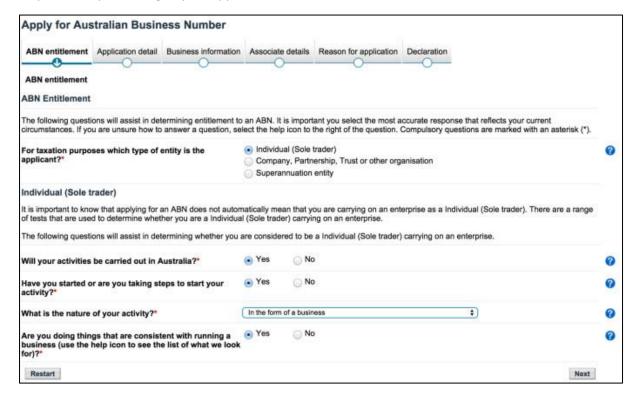
A guide to applying for an Australian Business Number (ABN)

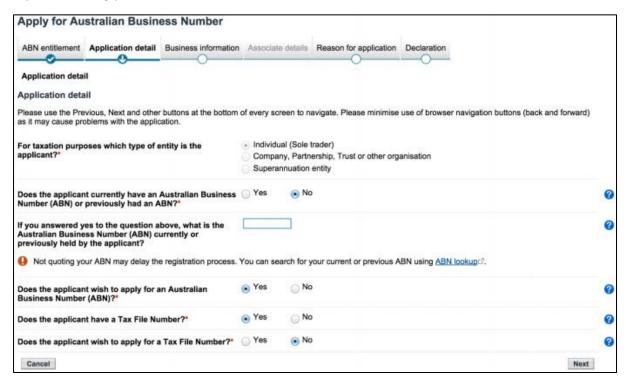
Individual / Sole Trader

The most simple process to apply for an Australian Business Number is to apply as an individual (sole trader. As a sole trader It's recommended that you apply for an ABN (for free) at https://abr.gov.au/, there are many paid options however they are unnecessary unless you wish to register using a company, partnership or trust in which case this is outside the scope of this tutorial and we would recommend you speak to a registered accountant before proceeding.

Step 1: Once you've begun your application, fill in the "ABN entitlement" screen as below.



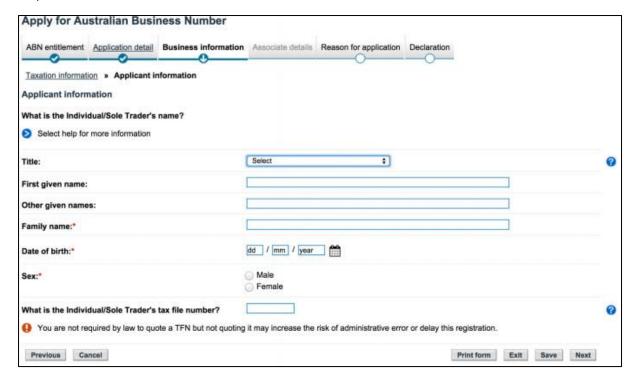
Step 2: Fill in the "Application detail" screen as below. If you don't already have a Tax File Number, adjust accordingly.



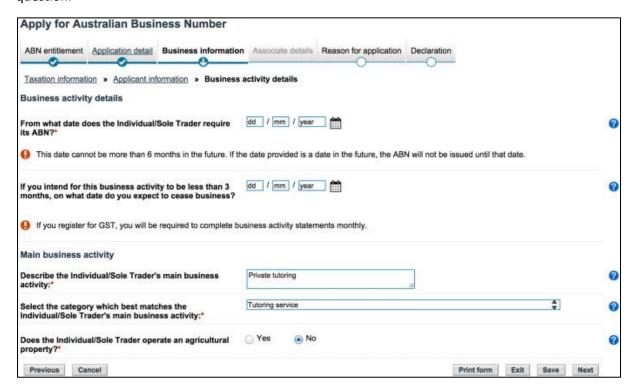
Step 3a: Fill in the first "Business information" screen as below.

ABN entitlement Application detail Business information	n Associate details Reason for application Declaration	
Taxation information		
Taxation information Is the applicant an Australian resident for tax purposes?	Yes ○ No	0
Does the applicant want to register for any of the following?	Fringe benefits tax Luxury car tax Wine equalisation tax	6
Select help for important information,		
If the applicant uses, or intends to use the services of a tax agent, what is the tax agent's registration number?		0
You may find this number on the applicant's last tax return	n. If you can not find this number, leave this blank.	
Previous Cancel		Next

Step 3b: Fill in the second "Business information" screen as below.



Step 3c: Fill in the third "Business information" screen as below. Use today's date for the first question.



Step 3d: Complete the fourth "Business information" screen. For "position held", enter "Individual/Sole Trader".

Apply for Australian Business Number ABN entitlement Application detail Business information Associate details Reason for application Declaration _0 Taxation information » Applicant information » Business activity details » Business address details » Contact details Contact details This person will be able to make changes to the Individual/Sole Trader's ABN record. Who is the authorised contact person for the Individual/Sole Trader? Provide details of a person who may be contacted for further information. Authorised contact 1 Title: Select Preferred name: Family name:* Individual/Sole Trader Position held:* Contact telephone numbers If a mobile phone number is to be inserted as the business or after-hours number then the number is to be split into two sections one of 4 digits and the other of 6 digits. Business: After hours : Facsimile: Mobile: Email address: Preferred language: English +) If other, please specify:

O Yes

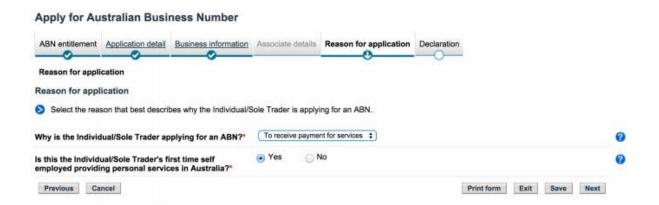
More contacts?

Previous Cancel

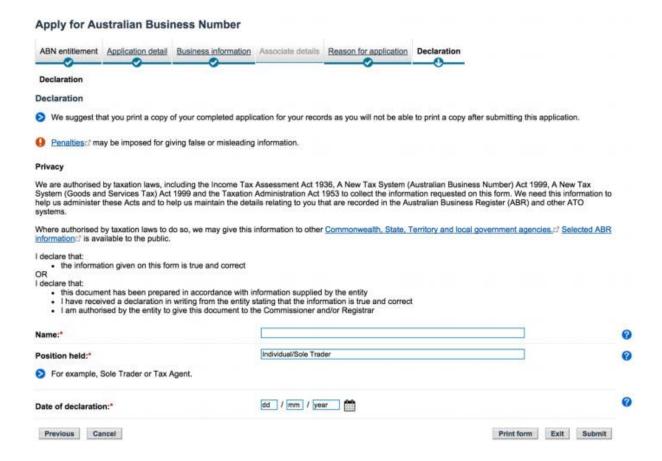
No

Print form Exit Save Next

Step 4: Complete the "Reason for application" screen. Select "To receive payment for services".



Step 5: Complete the "Declaration" screen. For "position held", enter "Individual/Sole Trader".



You are Done!