



## Tax file number

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- <https://www.ato.gov.au/Individuals/Tax-file-number/>
- Last modified: 25 Nov 2022
- QC 22600

How to apply for a tax file number (TFN), update your TFN details, where to find your TFN and what to do if it's stolen.

### [What is a tax file number?](#)

Find out what you need a TFN for and how to keep your TFN and personal details safe.

### [Apply for a TFN](#)

How to apply for a TFN online or by paper depending on your circumstances and residency status. It is free to apply.

### [Lost or stolen TFN](#)

How to find your TFN if it's lost and what to do if your TFN is stolen or being misused.

### [Update your TFN registration details](#)

How to update your TFN details, such as your name, date of birth or bank details if they are incorrect or have changed.

### [Identity documents](#)

The identity documents you need to apply for a TFN, ABN or register for GST and who can certify your original documents.

## What is a tax file number?

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- <https://www.ato.gov.au/Individuals/Tax-file-number/What-is-a-tax-file-number-/>
- Last modified: 14 Sep 2022
- QC 70350

Find out why you need a TFN, where to find it and how to keep your TFN and personal details safe.

On this page

- [About your TFN](#)
- [Where to find your TFN](#)
- [If you don't already have a TFN](#)
- [Keep your TFN and personal details safe](#)

We also have an Easy Read version of this – [What is a tax file number?](#)

## About your TFN

A tax file number (TFN) is your personal reference number in the tax and superannuation systems.

It is free to [apply for a TFN](#).

Your TFN is:

- a unique number (usually 9 digits)
- an important part of your identity
- yours for life – you keep your TFN even if you change jobs or name, move interstate or go overseas.

## Where to find your TFN

If you already have a TFN, you can find it:

- in the [ATO app](#) or your ATO online account if you have a myGov account linked to the ATO
- on your income tax notice of assessment
- on some of the letters we send you
- on a payment summary or income statement from your employer
- on your superannuation account statement.

If you use a registered tax agent, you can also ask them for your TFN.

Contact us as soon as possible if you think your [TFN is lost, stolen or being misused](#).

## If you don't already have a TFN

You can apply for a TFN at any age. However, if you apply online using myGovID, you must be 15 years old or older and have a passport.

### Not having a TFN

You don't have to have a TFN, but without one, your employer or financial institution must withhold more tax from payments they make to you. Without a TFN, you:

- can't apply for government benefits or allowances, such as JobSeeker

- can't lodge your tax return online
- can't apply for an Australian business number (ABN).

## When you will get your TFN

You generally receive your TFN within 28 days after we receive your completed application and required identity documents. We will send your TFN to the postal address or email address you put on your application, depending on how you apply.

**BETA**

Our new application process for [Australian citizens, 15 years old or older, if you have an Australian passport](#) may mean you receive your TFN much sooner.

If you haven't received your TFN after 28 days, [contact us](#).

## Keep your TFN and personal details safe

Make sure you [protect your identity](#) by keeping all your personal details secure, including your TFN.

Someone only needs basic details, such as your name, date of birth, address, myGov details or TFN, to commit [identity fraud or scams](#).

Only disclose your TFN to people and organisations that require it for legitimate reasons, such as:

- us – the Australian Taxation Office (ATO) – when discussing your tax records
- your employer when you start work
- your bank or financial institution
- other government agencies to claim benefits
- your superannuation fund
- your university.

## Apply for a TFN

- <https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/>
- Last modified: 25 Nov 2022
- QC 22602

How to apply for a TFN either online or by paper depending on your circumstances and residency status. It is free to apply.

### [Australian citizens with an Australian passport – TFN application](#)

How Australian citizens apply for a TFN with myGovID, if you're 15 years old or older and have a passport (*beta testing*).

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**BETA**

Our new online application process for Australian citizens is in a public beta.

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#### [Australian residents – TFN application](#)

How Australian residents for tax purposes of all ages apply for a TFN, if you don't have an Australian passport.

#### [Foreign passport holders, permanent migrants and temporary visitors – TFN application](#)

How visitors living in Australia with a valid foreign passport or travel document (visa) apply for a TFN.

#### [People living outside Australia – TFN application](#)

How non-residents with Australian-sourced income apply for a TFN to claim a refund of tax withheld.

#### [Norfolk Island residents – TFN application](#)

How Norfolk Island residents of all ages apply for a TFN depending on your circumstances.

#### [Aboriginal and Torres Strait Islander people – TFN application](#)

How Aboriginal and Torres Strait Islander people can apply for a TFN if you don't have enough identity documents.

*Authorised by the Australian Government, Canberra.*

## Australian citizens with an Australian passport (beta) – TFN application

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- <https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/Australian-citizens-with-an-Australian-passport---TFN-application/>
- Last modified: 27 May 2022
- QC 66709

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**BETA**

This online tax file number (TFN) application process is currently in public beta, which means, we're testing and continuing to improve the technology.

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Applying for a TFN is free. Australian citizens with an Australian passport can now apply for a TFN online using [myGovID](#)<sup>2</sup>. Receive your TFN straight away and start accessing myGov and ATO online services.

Australian citizens are those people who either:

- are born in Australia
- have a citizenship certificate.

If you don't have a passport use the [Australian residents – TFN application](#) to apply.

On this page

- [Eligibility to apply online](#)
- [Apply online with myGovID](#)

## Eligibility to apply online

To apply for a TFN online using myGovID, you need to:

- be 15 years old or older
- have an Australian passport – it can be up to 3 years expired
- have at least one other Australian identity document – for example, a driver's licence.

You will also need to set up a [Strong myGovID](#).

## Apply online with myGovID

To apply for your TFN online using myGovID, you will need to:

- [set up your Strong myGovID](#)
- review the [Terms and conditions](#)
- [apply for your TFN](#)

## Set up your Strong myGovID

Verifying your photo and Strong identity strength are new features which are currently in public beta. This means we're testing and continuing to improve the technology.

Use these steps to [set up your Strong myGovID](#)<sup>1</sup>:

- download the myGovID app from the Apple App Store or Google Play Store on your compatible smart device
- enter your personal details, including your
  - full name
  - date of birth
  - personal email address (if you have an existing myGov account, the email address you provide for myGovID needs to match).
- verify your Australian Passport and one of the following Australian identity documents
  - birth certificate
  - citizenship certificate
  - driver's licence (including learner's permit)
  - Medicare card

- verify your photo – this is a one-off scan that checks that you're a real person, the right person and verifying in real time. It's like a selfie which is compared to the photograph on your passport.

To find out how to update your myGovID email to match your myGov account, see [Updating your myGovID email address](#)<sup>↗</sup>.

## Apply for your TFN

Once you are ready to apply for your TFN using your myGovID:

- review and agree to the [Terms and conditions](#)
- select Apply online for your TFN
- confirm your myGovID – if you have an existing myGov account, the email address you provide for myGovID needs to match
- sign in to your myGov account or create an account – a prompt will ask you to connect your myGovID
- complete your TFN application.

You should receive your TFN straight away. If your TFN is displayed on screen, you can download or print a summary of your application. This will include a record of your TFN.

Once you submit your TFN online application, your myGov account will be automatically linked to ATO online services. A letter with your TFN will also be sent to your [myGov inbox](#).

You can then use your myGovID to sign in to your myGov account to access government online services such as the ATO, Medicare and Centrelink. To sign in with your myGovID, select Continue with Digital Identity on the myGov sign in page.

If your TFN isn't displayed on screen, your application may need further processing – this can take up to 28 days. A reference number will display on the screen, this can be used to follow up the progress of your application.

If you haven't received your TFN after 28 days, [contact us](#).

To prevent delays, don't lodge another application, unless we direct you to do so. We appreciate your patience during the processing period.

Apply online for your TFN

This service may be impacted in part or in full by [ATO system maintenance](#).

For known issues or errors and troubleshooting, see [Help and support for online services – individuals](#).

## Terms and conditions

By applying online for your TFN you:

- are consenting to receive your TFN on screen
- will not receive your TFN by post
- will have the option to download and print your TFN
- will have your myGov account linked to ATO online member services
- have read the [ATO myGov terms and conditions and privacy notices](#) and agreed that
  - your myGov Inbox will be your address for the ATO to send communications electronically. Where an ATO communication is unable to be sent electronically, we will send the communication to the postal address on your records with us
  - your myGov Inbox will remain your address for the ATO to send electronic communications that you have not authorised to be sent to your Tax or BAS agent (if you have one). If you have an agent, you may authorise them to receive some or all of your ATO communications electronically
  - your myGov may notify you when mail is sent to your Inbox and that you agree to regularly access your myGov Inbox to check for ATO communications
  - you understand that to access ATO Online services through myGov, you must use either your digital identity, myGov security codes or the myGov Code Generator to confirm your identity
- nominate Services Australia on behalf of the Commonwealth of Australia to receive and disclose information about you for the purposes of managing your myGov account.

If you don't consent, select an alternative method to [apply for a TFN](#).

## Australian residents – TFN application

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- <https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/Australian-residents---TFN-application/>
- Last modified: 25 Nov 2022
- QC 22604

How Australian residents for tax purposes of all ages apply for a TFN, if you don't have an Australian passport.

On this page

- [Eligibility to apply](#)
- [Options to apply](#)

- [Apply at Australia Post](#)
- [Apply at a Services Australia centre](#)
- [Apply by post](#)

## Eligibility to apply

Australian residents can apply for a TFN at any age.

The fastest way to apply is online using myGovID, however you will need to be 15 years old or older and have a passport to [apply online using myGovID](#).

If you don't have a passport or are under 15 years old, use one of the other [application options](#).

You're an Australian resident if you're either an Australian citizen or Australian resident for tax purposes.

It is free to apply for a TFN.

If you are unsure of your residency status, check [your tax residency](#).

If you're not a Australian resident, find out how you can [apply for a TFN](#).

## Options to apply

As an Australian resident your options to apply depend on the identity documents you can provide. You can:

- [apply at Australia Post](#) – using the online form and presenting your identity documents
- [apply at a Services Australia centre](#) – using the paper form
- [apply by post](#) – using the paper form.

You can also check our alternative options for:

- [Aboriginal and Torres Strait Islander people](#) – if you can't provide enough identity documents for other application options
- [Norfolk Island residents](#) – if you're on the island and unable to apply online.

## Apply at Australia Post

You can apply for your TFN at a [participating Australia Post retail outlet](#)<sup>↗</sup> if you're able to attend an interview. There is no fee for lodging your TFN application with Australia Post.

To apply through Australia Post, you need to:

1. [Complete the online form](#)<sup>↗</sup> – the form is not supported by Internet Explorer, use another browser.
2. Print the application summary, which will include your application reference number.
3. [Book your interview](#)<sup>↗</sup> at a participating Australia Post outlet within 30 days of



completing your online form.

4. Attend your interview and take your application summary and original [proof of identity documents](#) to the interview.
5. Sign your application at Australia Post at your interview to complete your TFN application.

You should receive your TFN within 28 days from when we receive your completed application and the required documents have been sighted by Australia Post.

To prevent delays, don't lodge another application. We appreciate your patience during the processing period.

If you haven't received your TFN notification letter after 28 days, [contact us](#).

Note: Changes to Australia Post services due to COVID-19 may affect lodging your application. Check [Australia posts current COVID-19 impacts](#) for more information.

## Apply at a Services Australia centre

You can apply in person at a [Services Australia](#) service centre if you're a Services Australia customer.

You will need to complete a paper TFN application form:

- *Tax file number – application or enquiry for individuals* (NAT 1432)
- *Tax file number – application for Aboriginal and Torres Strait Islander people* (NAT 1589) – if you don't have enough identity documents, you will need a referee to complete the proof of identity on page 7.

You can [order a copy of the form online](#) and provide Services Australia with your original proof of identity documents.

See the application instructions or [proof of identity documents](#) for the documents you need to provide.

If you have authorised Centrelink to receive your TFN from the ATO, select To give to Centrelink as your reason for needing a TFN.

Once processed, we'll send your TFN to both you and Centrelink.

## Apply by post

If you can't apply through any of the other available channels, you'll need to complete a paper form.

You can get a copy of the paper form online or by phone through the [ATO Publication Ordering Service](#).

Send your completed TFN application and certified copies of your [proof of identity documents](#) to the address on the form.

You must provide [certified copies of your proof of identity documents](#). Don't send

your original identity documents to us as they may not be returned to you.

## Foreign passport holders, permanent migrants and temporary visitors – TFN application

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- <https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/Foreign-passport-holders,-permanent-migrants-and-temporary-visitors---TFN-application/>
- Last modified: 15 Sep 2022
- QC 22606

How visitors living in Australia with a valid foreign passport or travel document (visa) apply for a TFN.

On this page

- [Who can apply](#)
- [Processing your TFN application](#)
- [If you already have a TFN](#)
- [Valid visas](#)

### Who can apply

Foreign passport holders, permanent migrants and temporary visitors can apply for a TFN online using Individual Auto Registration (IAR).

It is free to apply for a TFN.

To work in Australia, you will need authorisation (a [valid visa](#)) from the Department of Home Affairs.

You can apply for a TFN if you meet all the following 3 conditions:

1. You are a foreign passport holder, permanent migrant or temporary visitor.
2. You are already in Australia.
3. Your visa is one of the following
  - a permanent resident visa
  - a visa with work rights
  - an overseas student visa
  - a visa allowing you to stay in Australia indefinitely (including New Zealanders automatically granted a visa on arrival).

To apply online IAR you must have a valid passport or relevant travel documents. If you don't have a valid visa, you can't apply for a TFN.

You don't need to send documents to us.

Apply online for a TFN using the IAR

For instructions, go to [Online TFN registration – permanent migrants and temporary visitors](#).

For specific help and instructions on the application fields, go to [Individual Auto-Registration help](#).

For known issues or errors and troubleshooting, see [Help and support for online services – individuals](#).

## Processing your TFN application

Once you have completed your application online, we will post your TFN to the Australian postal address on your application. This can take up to 28 days. We appreciate your patience during the processing period.

To prevent delays in processing your application, don't lodge another application.

If you haven't received your TFN notice after 28 days, [contact us](#) and give your ATO receipt ID.

When you receive your TFN it's important that you keep your TFN and all your [personal information secure](#) to prevent identity theft and fraud.

## If you already have a TFN

If you already have a TFN, you can also complete the online application if you:

- want to know your TFN
- want a copy of your TFN notice
- need to confirm your identity details with us.

## Valid visas

Valid working visas include:

- [Working holiday makers](#) (subclass 417 and 462)
- Entertainment (subclass 420)
- Sport (subclass 421).

Asylum seekers may use a bridging visa, and their passport or travel document number will be their ImmiCard number. For previous identification cards the passport or travel document number will be PLO56 or PL56.

If you don't have a valid visa, you may need to use the [TFN application form for people living outside Australia](#).

# People living outside Australia – TFN application

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- <https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/People-living-outside-Australia---TFN-application/>
- Last modified: 16 Dec 2022
- QC 22605

How people living outside Australia with income from an Australian source apply for a tax file number (TFN).

On this page

- [Eligibility to apply](#)
- [What you can claim](#)
- [How to apply](#)

## Eligibility to apply

People living outside Australia with income from an Australian source may need to apply for a TFN.

It is free to apply for a TFN.

Apply for a TFN if you:

- receive income from an Australian source, other than interest, dividends or royalty payments, such as rental income
- receive income from Australian business interests
- have a spouse who is an Australian resident and is applying for family tax benefit or child care subsidy
- are a member of an Australian superannuation fund that
  - you expect to receive benefits from
  - you intend to make personal contributions to
  - contributions are made to on your behalf
- need to lodge an Australian tax return or apply for an Australian business number (ABN).

For more information about your tax obligations if you live overseas, see [Coming to Australia or going overseas](#).

## What you can claim

Use your TFN to claim a refund of any tax withheld, from an Australian bank account or dividends from Australian shares.

Foreign residents of Australia for tax purposes do not need a TFN if they only receive from an Australian source:

- interest
- dividends
- royalty payments.

To find out the rate of tax that your payer should withhold, see [Interest, unfranked dividends and royalties](#).

## How to apply

If you are a foreign resident for tax purposes, to apply for a TFN you will need to complete a paper form.

Download and complete: [Tax file number – application or enquiry for individuals living outside Australia](#).

If you can't download the form, order it either [online](#)<sup>ca</sup> or by phoning 1300 720 092.

Send your completed TFN application and certified copies of your [proof of identity documents](#) to the address on the form.

You must provide [certified copies of your proof of identity documents](#). You don't need to send us your original documents as they may not be returned to you.

You should receive your TFN within 28 days from when we receive your completed application and the required documents.

To prevent delays, don't lodge another application. We appreciate your patience during the processing period.

If you haven't received your TFN notification letter after 28 days, [contact us](#).

Keep your TFN and your [personal information secure](#) to prevent identity theft and fraud.

## Norfolk Island residents – TFN application

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- <https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/Norfolk-Island-residents---TFN-application/>
- Last modified: 25 Nov 2022
- QC 51455

How Norfolk Island residents of all ages apply for a TFN depending on your circumstances.

On this page

- [Eligibility to apply](#)

- [Options to apply](#)

## Eligibility to apply

If you're Norfolk Island resident, you can apply for a TFN at any age. Norfolk Island residents born on the island are Australian citizens.

It is free to apply for a TFN.

If you are unsure of your residency status, check [your tax residency](#).

Find out about how to apply if you're a [foreign passport holder, permanent migrant or temporary visitor](#) with a valid foreign passport or travel document (visa).

## Options to apply

Norfolk Island residents can [apply online using myGovID](#), if you're an Australian citizen and are 15 years old or older with an Australian passport.

If you are unable to use the online application process and you're on the:

- island, you will need to [apply through the Office of the Administrator](#)
- Australian mainland, use the [Australia Post TFN service](#).

Norfolk Island residents on the island don't have an online application process available through Australia Post.

### Apply through the Office of the Administrator

To apply through the Office of the Administrator:

1. Order the form either [online](#)<sup>2</sup> or by phoning 1300 720 092 – *Tax file number – application or enquiry for individuals* (NAT 1432).
2. Complete the application form.
3. Organise [certified copies of your identity documents](#).
4. Lodge your application and your identity documents with

Norfolk Island Office of the Administrator  
New Military Barracks  
KINGSTON NORFOLK ISLAND 2899

Don't send your original identity documents to us as they may not be returned to you.

You should receive your TFN within 28 days after Office of the Administrator receives your completed application and required documents.

We will send your TFN notice to the postal address provided on your application.

We appreciate your patience during the processing period. To prevent delays in processing your application don't lodge another application.

If you haven't received your TFN notice after 28 days, [contact us](#).

## Aboriginal and Torres Strait Islander people – TFN application

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- <https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/Aboriginal-and-Torres-Strait-Islander-people---TFN-application/>
- Last modified: 23 Nov 2022
- QC 39591

How Aboriginal and Torres Strait Islander people can apply for a TFN if you don't have enough identity documents.

On this page

- [Eligibility to apply](#)
- [How to apply by post](#)

### Eligibility to apply

Australian residents can apply for a TFN at any age. It is free to apply for a TFN.

Use the online application process through

- [myGovID](#) – if you're an Australian citizen, 15 years old or older and have an Australian passport
- [Australia post](#) – if you're able to attend an interview and present your identity documents.

However, if you don't have enough [identity documents](#) for other application processes, you will need to apply by post.

### How to apply by post

If you don't have enough identity documents to apply for a TFN through other application processes, you can apply by post using the paper form.

To get a copy of the form (*Tax file number – application for Aboriginal and Torres Strait Islander people* (NAT 1589)), you can:

- order online or by phone through the [ATO Publication Ordering Service](#)
- phone the Indigenous helpline 13 10 30.

You'll need to ask a referee who has known you for 12 months or more to complete the proof of identity reference on page 7 of the form.

## Proof of identity

You will need to provide referee details on page 7 of the form to confirm your identity. This must be an authorised referee, examples include:

- a council chairperson
- a community manager
- a school principal
- a minister of religion
- a doctor
- a senior nursing sister
- an authorised government officer, such as a
  - police officer
  - Services Australia agent
  - nurse.

You can lodge this form by post using the address on the form or at a [Services Australia centre](#)<sup>2</sup>, if you're a Services Australia customer.

## Lost or stolen TFN

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- <https://www.ato.gov.au/Individuals/Tax-file-number/Lost-or-stolen-TFN/>
- Last modified: 09 Jan 2023
- QC 22601

Find your tax file number online with ATO online services. Tell us as soon as possible if your TFN is stolen or misused.

On this page

- [Find your TFN online](#)
- [Other ways to find your TFN](#)
- [If your TFN is lost or stolen](#)

## Find your TFN online

You will need your tax file number (TFN) when:

- starting a new job
- applying for government benefits
- lodging a tax return
- applying for higher education loans.

If you already have a TFN and don't remember the number, you can find it online in [ATO online services](#).



You will need to sign in to your myGov account or login to the ATO app.

Sign in to myGov

Login to the ATO app

If you don't have a myGov account, see [Create a myGov account and link it to the ATO](#).

## Other ways to find your TFN

If you don't have a myGov account, you can usually find your TFN on:

- your income tax notice of assessment (NOA), if you have lodged a tax return
- letters you have received from us, such as a statement of account
- a payment summary or income statement (provided by your employer)
- your superannuation account statement.

If you use a registered tax agent, you can ask them for your TFN.

If you still can't find your TFN after checking these options, [phone us](#).

## If your TFN is lost or stolen

If your TFN has been lost, stolen or an unauthorised third party has access to it, tell us as soon as possible.

If you suspect misuse of your TFN, phone our Client identity support centre on 1800 467 033 between 8:00 am and 6:00 pm, Monday to Friday. The support centre helps people who have had their [identities stolen or misused](#).

They will give you information, advice and assistance to re-establish your identity. They may also apply security measures that will monitor any unusual or suspicious activity on your account.

For more information about protecting your personal information, see [Protect your information](#).

## Update your TFN registration details

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- <https://www.ato.gov.au/Individuals/Tax-file-number/Update-your-TFN-registration-details/>
- Last modified: 14 Oct 2022

- QC 22608

Check how you can update your TFN registration details, including your name, date of birth, bank details and gender.

#### [Update your contact details or authorised contacts](#)

How to update your contact details or authorised contacts (your nominated representative) online, by phone or by post.

#### [Update your name](#)

How to update your name and title online, by phone or by post. You may need an identity document.

#### [Update your date of birth record](#)

How to update your date of birth record online, by phone or by post. You will need an identity document.

#### [Update your gender](#)

How to change your gender (sex) by phone or by post. You will need a certified copy of an identity document.

#### [Update your financial institution details](#)

How to update your financial institution (bank) details online or by phone.

## Update your contact details or authorised contacts

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- <https://www.ato.gov.au/Individuals/Tax-file-number/Update-your-TFN-registration-details/Update-your-contact-details-or-authorised-contacts/>
- Last modified: 14 Oct 2022
- QC 44769

How to update your contact details or authorised contacts (your nominated representatives) online, by phone or by post.

On this page

- [Your contact details or authorised contacts](#)
- [Update your contact details online](#)
- [Update your authorised contacts online](#)
- [Update your contact details or authorised contacts by phone](#)
- [Update your contact details or authorised contacts by post](#)

## Your contact details or authorised contacts

You can update your contact details and authorised contacts with us. The quickest

way to update your contact details or authorised contacts is online. To do this, you need a [myGov account linked to the ATO](#).

Your contact details include your:

- residential and postal address
- phone number
- email address.

You can also nominate one or more authorised contacts (nominated representatives) to deal with us on your behalf and receive information about your tax affairs.

There are 2 different types of authorised contacts:

- primary contacts, who can deal with us on your behalf for all of your tax affairs
- account contacts, who can deal with us on your behalf for specific accounts, such as income tax, activity statement or superannuation.

## Update your contact details online

To update your contact details (address, email and contact numbers) online, you need a [myGov account linked to the ATO](#).

Follow the steps below to find out:

- [how to update your contact details using myGov](#) (you can update multiple linked services at once)
- [how to update your contact details using ATO online services](#)
- [how to update your contact details using the ATO app](#).

### How to update your contact details using myGov

If you update your contact details through myGov, you can choose to update your records with other linked services at the same time.

To update your contact details with linked services using myGov:

- sign in to your [myGov account](#)<sup>↗</sup>
- select My Account
- select Profile
- select Contact details
- select Edit next to address, email address or contact numbers
- choose which linked services to share your update with and complete the details
- select Update to save your changes.

### How to update your contact details using ATO online services

To update your contact details with us using ATO online services:

- sign in to your [myGov account](#)<sup>↗</sup>

- under Linked services select Australian Taxation Office
- select My profile, then Personal details
- navigate to the Contact details heading and select the arrow next to the contact details you'd like to update
- update your contact details
- tick the box to agree to sign this declaration
- select Save.

## How to update your contact details using the ATO app

To update your contact details with us using the ATO app:

- log in to the [ATO app](#)
- select More, then select My details
- under Personal details select Update, which will open ATO online services
- follow the steps for [how to update your contact details using ATO online services](#).

## Update your authorised contacts online

To update your authorised contacts is online, you need a [myGov account linked to the ATO](#).

Follow the steps below to find out:

- [how to update your authorised contacts using ATO online services](#)
- [how to update your authorised contacts using the ATO app](#).

## How to update your authorised contacts using ATO online services

### Add or update your authorised contacts

To add or update your authorised contacts using ATO online services:

- sign in to your [myGov account](#)<sup>27</sup>
- under Linked services select Australian Taxation Office
- select My profile, then Authorised contacts.

To add a new authorised contact:

- select Add next to either Primary contacts or All contacts – to give someone the authority to deal with us about
  - all of your taxation affairs, choose Primary contacts
  - specific tax accounts (such as Income tax or Superannuation), select All contacts
- enter the details for the authorised contact
- select the Account (if applicable)
- tick the box to agree to sign the declaration
- select Save.

### Remove an existing authorised contact

To update or remove an existing authorised contact:

- select Delete or Update next to the authorised contact
- enter the new details (if applicable)
- tick the box to agree to sign the declaration
- select Save.

## How to update your authorised contacts using the ATO app

To update your authorised contacts using the ATO app:

- log in to the ATO app
- select More, then select My details
- navigate to link View and update additional details via ATO Online, including authorised contacts
- follow the steps for [how to update your authorised contacts using ATO online services](#).

## Update your contact details or authorised contacts by phone

We can update your contact details and authorised contacts over the phone, [contact us](#) to speak to a customer service representative.

Have your personal tax file number (TFN) ready when you contact us. We will then confirm your identity by asking a series of questions based on information from your tax records.

## Update your contact details or authorised contacts by post

To update your contact details or add a new authorised contact, you can download and complete the form [Change of details for individuals](#).

Post the completed form to the address on the form.

It can take up to 28 days to update your records after we receive the form.

## Update your name

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- <https://www.ato.gov.au/Individuals/Tax-file-number/Update-your-TFN-registration-details/Update-your-name/>
- Last modified: 14 Oct 2022
- QC 44770

How to update your name and title online, by phone or by post. You may need an identity document.

On this page

- [Your name and title](#)
- [Update your name or title online](#)
- [Update your name or title by phone](#)
- [Update your name by post](#)

## Your name and title

You can update your name and title with us. The quickest way to update your name or title is online. To do this, you need a [myGov account linked to the ATO](#).

To update your name to a new name, you need to [verify an Australian identity document](#). If you don't have an Australian identity document, you must update your name [by post](#).

To use a name we previously had on record or to update only your title, you don't need to verify an identity document.

## Update your name or title online

To update your name or title online, you need a [myGov account linked to the ATO](#).

To update to a new name you will also need one of the following identity documents:

- Australian full birth certificate (not an extract)
- Australian marriage certificate
- Australian change of name certificate.

Follow the steps below to find out:

- [how to update your name using ATO online services](#)
- [how to update your name online using the ATO app](#)

### How to update your name using ATO online services

To update your name using ATO online services:

- sign in to your [myGov account](#)<sup>1</sup>
- under Linked services select Australian Taxation Office
- select My profile, then Personal details
- select either
  - Update name and title
  - Update title only to just change your title
- you may be presented with the option to Choose a previous name – if you select this option, you won't need to verify an identity document
- to update to a new name, select the identity document you will be using to verify your name change
- tick the box to agree to your identity document being checked with the issuing

agency, then select Next

- select the document state or territory of issue and complete the fields to verify your identity document.

## How to update your name online using the ATO app

To update your name using the ATO app:

- log in to the [ATO app](#)
- select More, then My details
- under Personal details select Update, which will open ATO online services
- follow the steps for [how to update your name using ATO online services](#).

## Update your name or title by phone

We can update your name or title over the phone – [contact us](#) to speak to a customer service representative.

To update to a new name, you need one of the following identity documents:

- Australian full birth certificate (not an extract)
- Australian marriage certificate
- Australian change of name certificate.

We'll check your document information with the agency that issued the document. If we can't make the changes over the phone, we'll give you other options.

## Update your name by post

To update your name and title, you can download and complete the form [Change of details for individuals](#).

You need one of the following identity documents:

- Australian full birth certificate (not an extract)
- Australian marriage certificate
- Australian change of name certificate
- national photo identification card
- foreign passport
- foreign birth certificate
- foreign marriage certificate
- foreign government identification
- foreign drivers licence (the address must match your address on our systems).

Post the completed form and a certified copy of your original identity document to the address on the form. Do not post original identity documents as these may not be returned to you.

There are different options for getting certified copies of your documents, depending on whether you need:

- [copies of identity documents and you are in Australia](#)

- [copies of identity documents and you are outside Australia](#)

It can take up to 28 days to update your records after we receive the form.

## Update your date of birth record

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- <https://www.ato.gov.au/Individuals/Tax-file-number/Update-your-TFN-registration-details/Update-your-date-of-birth-record/>
- Last modified: 14 Oct 2022
- QC 44771

How to update your date of birth record online, by phone or by post. You will need an identity document.

On this page

- [Your date of birth record](#)
- [Update your date of birth online](#)
- [Update your date of birth through Australia Post](#)
- [Update your date of birth by phone](#)
- [Update your date of birth by post](#)

## Your date of birth record

The quickest way to correct your date of birth is online. To do this, you need a [myGov account linked to the ATO](#).

You need to verify at least one [identity document](#) to correct your date of birth.

How you do this depends on what identity document you can use.

For details about the personal information we collect from you, see [Privacy notice – update date of birth](#).

## Update your date of birth online

To correct your date of birth online, you need a [myGov account linked to the ATO](#).

You also need one of the following identity documents:

- Australian full birth certificate – not an extract
- Australian passport
- Australian citizenship certificate
- Australian visa
- Australian drivers licence or learners permit.

The document details you provide will be verified with the agency that issued the



document.

Follow the steps below to find out:

- [how to update your date of birth using ATO online services](#)
- [how to update your date of birth using the ATO app](#).

## How to update your date of birth using ATO online services

To update your date of birth using ATO online services:

- sign in to your [myGov account](#)<sup>□</sup>
- under Linked services select Australian Taxation Office
- select My profile, then Personal details
- select Update date of birth
- select the identity document you will be using to verify your date of birth
- tick the box to agree to your identity document being checked with the issuing agency, then select Next
- complete the fields required to verify your identity document, then select Verify.

## How to update your date of birth using the ATO app

- log in to the [ATO app](#)
- select More, then My details
- under Personal details select Update, which will open ATO online services
- follow the steps in [how to update your date of birth using ATO online](#).

## Update your date of birth through Australia Post

You can correct your date of birth at a participating Australia Post outlet. To find a participating retail outlet near you, visit the [Australia Post office locator](#)<sup>□</sup>.

You need one of the following identity documents:

- Australian full birth certificate – not an extract
- Australian passport
- Australian citizenship certificate
- foreign birth certificate
- foreign passport.

To update your date of birth through Australia Post:

1. Complete the [online form](#)<sup>□</sup>.
2. Print the summary to take to your Australia Post interview.
3. Attend an interview at a participating Australia Post outlet within 30 days of completing your online form. Take your printed summary and proof-of-identity documents to the interview.

You may need to book an appointment to attend an interview at a participating Australia Post retail outlet.

## Update your date of birth by phone

We can correct your date of birth over the phone, [contact us](#) to speak to a customer service representative.

You will need to have one of the following identity documents:

- Australian full birth certificate (not an extract)
- Australian passport
- Australian citizenship certificate or Extract from Register of Citizenship by Descent
- Australian drivers licence or learners permit.

We'll check your document information with the agency that issued the document. If we can't make the changes over the phone, we'll give you other options.

## Update your date of birth by post

To update your date of birth, you can download and complete the form [Update date of birth](#).

You need one of the following identity documents:

- Australian full birth certificate (not an extract)
- Australian passport
- Australian citizenship certificate
- foreign birth certificate
- foreign passport.

Post the completed form and a certified copy of your original document to the address on the form. Don't post original documents as these may not be returned to you.

There are different options for getting certified copies of your documents, depending on whether you need:

- [copies of identity documents and you are in Australia](#)
- [copies of identity documents and you are outside Australia](#).

It can take up to 28 days to update your records after we receive the form.

## Update your gender

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- <https://www.ato.gov.au/Individuals/Tax-file-number/Update-your-TFN-registration-details/Update-your-gender/>
- Last modified: 20 Jan 2020
- QC 44772

You can ask us to change your gender (sex) information by providing a certified

copy of certain documents. You can update your gender details:

- [by phone](#)
- [by post](#)

To change your gender details you will need to provide a certified copy of one of the following documents:

- a valid Australian Government travel document, such as a valid passport that specifies your preferred gender (sex)
- a state or territory birth certificate that specifies your preferred gender (sex)
- a document from a state or territory Registrar of Births, Deaths and Marriages recognising a change of gender (sex)
- a statement from a registered medical practitioner or a registered psychologist which specifies your preferred gender (sex).

If you use a statement from a registered medical practitioner or registered psychologist, the statement needs to include:

- the medical practitioner or psychologist's letterhead including their full name and contact details
- a declaration from the medical practitioner or psychologist stating that they have treated you or evaluated your history
- your full name and the gender (sex) you choose to identify with
- the medical practitioner or psychologist's signature
- the medical practitioner or psychologist's registration number from the Medical Board of Australia or Psychology Board of Australia or an equivalent overseas authority.

You also have the option to record your gender (sex) as indeterminate in your ATO record.

If you can't provide the necessary documentation to update your gender (sex) information, we can still help by removing the courtesy title from your record such as Mr/Mrs/Ms/Miss.

## By phone

We can't change your recorded gender (sex) over the phone unless we have recorded it incorrectly from an identity document supplied at registration.

We can change or remove your title without documentation:

- In Australia, phone 13 28 61 between 8.00am–6.00pm, Monday to Friday.
- Outside Australia, phone +61 2 6216 1111 between 8.00am–5.00pm AEST and ask them to transfer you to 'Personal tax enquiries'.

## By post

To change your gender details by post, write to us and include all of the following:

- the name and address that we have recorded for you

- your new name and title
- a request that we update your gender (sex) information
- your signature
- your supporting document as listed above.

You should mail us a certified copy of the original document. Don't alter or amend it in any way. We may not return documents you mail to us therefore do not mail original documents.

Send your letter and supporting documents to us at:

Australian Taxation Office  
PO Box 9942  
MOONEE PONDS VIC 3039  
AUSTRALIA

We'll update your records within 28 days of receiving the letter.

See also:

- [Copies of documents – applicants within Australia](#)
- [Copies of documents – applicants outside Australia](#)
- [Update your name](#)

## Update your financial institution details

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- <https://www.ato.gov.au/Individuals/Tax-file-number/Update-your-TFN-registration-details/Update-your-financial-institution-details/>
- Last modified: 14 Oct 2022
- QC 57801

How to update your financial institution (bank) details online or by phone.

On this page

- [Your financial institution details](#)
- [Update your financial institution details online](#)
- [Update your financial institution details by phone](#)

### Your financial institution details

We can only pay refunds into an Australian bank account. The quickest way to update your financial institution details is online. To do this, you need a [myGov account linked to the ATO](#).

The account must be held by:

- you under your legal or trading name, either solely or jointly
- your registered tax or BAS agent
- a legal practitioner acting as your trustee or executor.

When providing your account details, we require the:

- bank state branch (BSB) number – this number has 6 digits
- account number – this number has no more than 9 digits
- account name.

## Update your financial institution details online

To update your financial institution online, you need a [myGov account linked to the ATO](#).

When updating your financial institution details online, don't include spaces or hyphens in the BSB or account number.

When entering the account name, include spaces between each word and initials where required – for example, JQ Citizen. If there are more than 32 characters in the account name, only enter the first 32. Don't include the account type, such as cheque, savings, or mortgage offset.

Follow the steps below to find out:

- [how to update your financial institution details using ATO online services](#)
- [how to update your financial institution details using the ATO app](#)

### How to update your financial institution details using ATO online services

To update your financial institution details using ATO online services:

- sign in to your [myGov account](#)<sup>2</sup>
- under Linked services select Australian Taxation Office
- select My profile, then Financial institution details
- select Update, Add or Delete to the right of your account details
- enter the account name, BSB and account number
- tick the box to agree to sign the declaration
- select Save.

### How to update your financial institution details using the ATO app

To update your financial institution details using the ATO app:

- log in to the [ATO app](#)
- select More, then select My details
- under Financial institution details select Update, which will open ATO online services
- follow the steps for [how to update your financial institution details using ATO online services](#).

## Update your financial institution details by phone

You or a nominated representative can update your financial institution details over the phone, [contact us](#) to speak to a customer services representative.

Have your personal tax file number (TFN) or Australian business number (ABN) ready when you contact us. We will then confirm your identity by asking a series of questions based on information from your tax records.

## Identity documents

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- <https://www.ato.gov.au/Individuals/Tax-file-number/Identity-documents/>
- Last modified: 20 Sep 2022
- QC 70396

The identity documents you need to apply for a TFN, ABN or register for GST and who can certify your original documents.

### [Copies of identity documents for applicants in Australia](#)

What certified identity documents you need when you apply for a TFN, ABN or register for GST as an Australian resident.

### [Copies of identity documents for applicants outside Australia](#)

What certified identity documents you need when you apply for a TFN, ABN or register for GST as a non-resident.

### [Proof of identity – for individuals and businesses resident outside Australia](#)

What proof of identity documents (POI) individuals and organisations need if they're not a resident for tax purposes.

## Copies of identity documents for applicants in Australia

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- <https://www.ato.gov.au/Individuals/Tax-file-number/Identity-documents/Copies-of-identity-documents-for-applicants-in-Australia/>
- Last modified: 16 Nov 2022
- QC 23245

What certified identity documents you need when you apply for a TFN, ABN or register for GST as an Australian resident.

On this page

- [Getting certified documents](#)
- [Approved certifiers](#)
- [Details you need from an approved certifier](#)
- [Documents in languages other than English](#)
- [Lodging your certified documents](#)

## Getting certified documents

You must get copies of your identity documents certified to support your applications. The copies must be certified as a true and correct copy of the original document by an approved certifier.

To certify your document:

1. photocopy it (ensure text and photographs are clear and identifiable)
2. take the copy and original to one of the [approved certifiers](#) in the list below.

You can send these certified copies by mail. Don't send us your original documents as we may not be able to return them.

We can't accept a document if you alter or correct it, even if you initial the changes.

## Approved certifiers

The following people can certify copies of your original identity documents as true and correct:

- Barrister
- Solicitor
- Medical practitioner who has a general or specialist registration with the [Medical Board of Australia](#)<sup>□</sup> (this doesn't include pharmacists)
- Judge
- Justice of the Peace
- Minister of religion (who has the authority to celebrate marriage)
- Police officer
- Bank, building society or credit union officer with at least five years of service
- Sheriff's officer
- Commissioner of Declarations (only in Queensland).

An approver certifier should never witness documents if:

- it could create a real or perceived conflict of interest
- the documents have a connection with matters they have an actual or perceived personal or financial interest in.

A tax agent can't certify a document. This is because we can't be certain that the agent has no conflict of interest or commercial relationship with the entity and representing their tax affairs.

## Details you need from an approved certifier

An approved certifier must certify that each copy of an original document is true and

correct, by:

- physically sighting the original document and the copies of the front and back at the same time
- stamping (if available), signing and annotating the copy of the document with wording similar to 'I have sighted the original document and certify this to be a true and correct copy of the original document sighted'
- providing the following details
  - full name
  - telephone number
  - qualification
  - registration number (if relevant)
  - date of certification.

As the certifier, if the applicant presents you with an original document with more than one page, the certifier must:

- initial or sign the bottom of each page of the copy (front and back)
- number each page if the pages are not numbered.

Delays in processing occur where documents you provide to us don't meet our certification requirements.

## Documents in languages other than English

Where your identity documents aren't written in English, you must:

- give us a certified copy of the original document
- arrange for the translation of your documents into English.

Translations must be done by an approved translation service. The translation must also be certified as a true and correct copy by the service.

The translation should also display an official stamp or similar that shows the certifier's accreditation.

If you are getting the translation in Australia, go to the National Accreditation Authority for Translators and Interpreters Ltd ([NAATI](#)) website and search the online directory for an approved translator.

## Lodging your certified documents

Send your certified copies of identity documents to the address listed on the registration application form.

## Copies of identity documents for applicants outside Australia

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- <https://www.ato.gov.au/Individuals/Tax-file-number/Identity-documents/Copies-of-identity-documents-for-applicants-outside-Australia/>
- Last modified: 16 Nov 2022
- QC 20108

What certified identity documents you need when you apply for a TFN, ABN or register for GST as a non-resident.

On this page

- [Getting certified documents](#)
- [Documents in languages other than English](#)
- [Lodging your certified documents](#)

## Getting certified documents

You must get copies of your identity documents to support your applications.

The copies must be certified as true and correct copies of the original document by an [approved certifier](#).

The documents also need to meet the certification and translation requirements.

You may also need to provide identity documents where you make a request in writing for another purpose. For information on the type and number of identity documents you need, see [Proof of identity – for individuals and businesses resident outside Australia](#).

If you post certified copies of documents to us, we may not return them to you unless you specifically request this when you lodge. Include a return postal address and note asking us to send them back to you.

### Who can certify documents?

The following people are authorised to certify your identity documents outside Australia:

- notary publics
- staff at your nearest Australian
  - embassy
  - high commission
  - consulate – including consulates headed by Austrade honorary consuls.

An approved certifier must certify that each copy of an original document is true and correct, by:

- physically sighting the original document and the copies of the front and back at the same time
- stamping (if available), signing and annotating the copy of the document with wording similar to 'I have sighted the original document and certify this to be a true and correct copy of the original document sighted'.

- providing the following details
  - full name
  - telephone number
  - qualification
  - registration number (if relevant)
  - date of certification.

As the certifier, if the applicant presents you with an original document with more than one page, you must:

- initial or sign the bottom of each page of the copy (front and back)
- number each page if the pages are not numbered.

Delays in processing occur where documents you provide to us don't meet our certification requirements.

For a list of Australian embassies, high commissions and consulates by country – go to, [dfat.gov.au](https://dfat.gov.au)<sup>↗</sup>.

## Copies bearing an apostille

If your country is a party to the Hague Apostille Convention, you can ask the competent authority in your country to [certify a copy of your documents by way of an apostille](#)<sup>↗</sup>.

An apostille is a type of certification that a competent authority can issue, chosen by the state in which a document was issued.

We will accept both paper and electronic documents certified by an apostille.

## Documents in languages other than English

Where your identity documents aren't written in English, you must:

- give us a certified copy of the original document
- arrange for the translation of your documents into English.

Translations must be done by an approved translation service. The translation must also be certified as a true and correct copy by the service.

The translation should also display an official stamp, or similar that shows the certifier's accreditation.

## Approved translation services

If you are getting the translation in:

- Australia – go to the National Accreditation Authority for Translators and Interpreters Ltd ([NAATI](https://naati.gov.au)<sup>↗</sup>) website and search the online directory for an approved translator.
- overseas – contact your nearest Australian embassy, high commission, or

consulate to find an approved translator in your country.

For a listing of these offices by country, go to [dfat.gov.au](https://dfat.gov.au)<sup>↗</sup>.

## Lodging your certified documents

Send your certified identity documents or copies bearing an apostille, to the address listed on the application form. Alternatively, use the address below for your registration type.

For TFN applications for an individual attach the certified documents to the application and mail them to the address:

Australian Taxation Office  
PO Box 9942  
MOONEE PONDS VIC 3039  
AUSTRALIA

For ABN applications, you need to attach a [coversheet](#)<sup>↗</sup> to both:

- your non-resident ABR application reference number
- the certified documents.

Then mail them to the address:

Australian Taxation Office  
Non Resident Registrations Team  
PO Box 3373  
ALBURY NSW 2640  
AUSTRALIA

Send your proof of identity supporting documents as soon as possible after you submit your ABN application to allow sufficient time for processing.

If we don't receive and process your supporting documents within 43 days, your application will be refused.

For ABN applications, you can email us any electronic copies of documents bearing an electronic apostille to:

- [RegistrationsNonResident@ato.gov.au](mailto:RegistrationsNonResident@ato.gov.au)

This mailbox is for electronic apostilles only.

If you phone us from outside Australia, phone +61 2 6216 1111 between 8:00 am and 5:00 pm, Monday to Friday.

## Proof of identity – for individuals and

# businesses resident outside Australia

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- <https://www.ato.gov.au/Individuals/Tax-file-number/Identity-documents/Proof-of-identity---for-individuals-and-businesses-resident-outside-Australia/>
- Last modified: 20 Apr 2022
- QC 20280

If you're a resident outside Australia applying for a tax file number, you need to give us certified and translated proof of identity documents (POI) with your application.

The supporting documents we need from you will depend on whether you are:

- an individual
- a foreign company
- a partnership
- a trust
- other organisation
- a GST or withholder payer only.

On this page

- [Why we establish your identity](#)
- [POI for individuals](#)
- [POI for a non-individual entity](#)

## Why we establish your identity

We must establish the identity of an entity and its associates (if any) to issue a TFN.

We may verify details of a foreign business application with the relevant authority in your country.

Where an entity or its associates are unable to give us the identity documents we need, we may accept alternative credentials.

Where you give us POI documents in support of another registration, we may not need further identity documents from you.

You will however need further POI documents for an ABN registration.

We accept [certified copies](#) of your original POI documents. Copies of documents in a language other than English must include a written translation. We may not return certified copies of documents unless you specifically request us to.

## POI for individuals

Individuals or individual associates of an entity that aren't Australian residents for tax purposes must give us 2 current [POI documents](#).

One of these documents must be a primary document from the list below.

## Primary documents

Primary documents include:

- Foreign birth certificate
- Foreign passport
- Australian birth certificate
- Australian passport.

## Secondary documents

Secondary documents include:

- National photo identification card
- Foreign government identification
- Foreign marriage certificate – if you use this document to verify your change of name, you can't use it as a secondary document
- Foreign driver's licence – the address on the licence must match the home address you use on your application.

If you have changed your name, you must also give us another document that shows the change. For example, a marriage certificate, deed poll or change of name certificate.

If your identity documents don't reflect your preferred gender, you must give us a document that shows your preferred gender. For example, an amended birth certificate or a statement from a registered medical practitioner.

Where an individual associate has a TFN, and you provide it on the TFN application, we don't need POI documents for that individual. By law, there is no requirement for an individual to give us their TFN, but this will make it quicker and easier to process your application.

## POI for a non-individual entity

There are separate POI requirements if you are a:

- foreign company
- partnership
- trust or other organisation
- an entity that needs a TFN for GST-only or withholding payer-only registration.

## Companies

To establish the identity of a foreign company, the company should give us their Australian Registered Body Number (ARBN).

If the company does not have an ARBN, we require a certificate of registration or incorporation (or equivalent) from the relevant authority.

If you can't give us a certificate of registration or incorporation, a signed statement to that effect is acceptable. At least 2 directors of the company must sign the

statement.

We need the following information for:

- Companies listed on a stock exchange
  - details of the stock exchange listing
  - [individual non-resident POI](#) for at least one foreign director
  - [individual resident POI](#) for the resident public officer (if already appointed).
- Companies not listed on a stock exchange
  - [individual non-resident POI](#) for all foreign directors (up to 3)
  - [individual resident POI](#) for the resident public officer (if already appointed).

Where an associate of the company has a TFN, and you include it on the TFN application, we don't need POI documents for them. By law, there is no requirement for an associate to give us their TFN. Providing the TFN will make it quicker and easier to process your application.

## Partnerships

For the identity of a foreign partnership, we need POI documents for at least one partner (in accordance with the partner's entity type).

For example, a partnership of 3 companies would need to provide the same POI documents as a company.

We accept certified copies of original POI documents. Copies of documents in a language other than English must also include a written translation of the document. We may not return certified copies of documents unless you specifically request us to.

Where an associate of the company has a TFN, and you include it on the TFN application, we don't need POI documents for them. By law, there is no requirement for an associate to give us their TFN. Providing the TFN will make it quicker and easier to process your application.

## Trusts

For the identity of a foreign trust, you need POI documents for all trustees (in accordance with each trustee's entity type).

For example, an individual trustee would need to give us the same POI documents as an individual.

Where an associate of the company has a TFN, and you include it provided on the TFN application, we don't require POI documents for them. By law, there is no requirement for an associate to provide their TFN. Providing the TFN will make it quicker and easier to process your application.

## Other organisations

To establish the identity of a foreign organisation, the organisation should give us their Australian Registered Body Number (ARBN).

If the organisation does not have an ARBN, you must give us:

- [non-resident individual POI](#) for all office bearers
- [resident individual POI](#) for the resident public officer (if relevant and already appointed).

Where an associate of the company has a TFN, and you include it on the TFN application, we don't require POI documents for them. By law, there is no requirement for an associate to provide their TFN. Providing the TFN will make it quicker and easier to process your application.

## Withholding payer number only registrations

For the identity of an entity for withholding payer number (WPN) only registration we need the following:

- documents that show the entity's registration with an equivalent corporate, market and or financial regulator in its country of origin
- a letter from a revenue authority of a comparable taxing regime stating that the entity exists in their records, and it carries on an enterprise.

You don't need POI documents to establish the identity of the entity's directors, public officer and associates.

## 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 and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

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