



Tax file number – application or enquiry for individuals living outside Australia

WHEN COMPLETING THIS FORM

- 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 only. Do not use erasable ink.
- Use BLOCK LETTERS and print one character in each box.

S	M	I	T	H		S	T								
---	---	---	---	---	--	---	---	--	--	--	--	--	--	--	--
- Place ☐ 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.
- Provide acceptable proof of identity documents – see section E on page 6.

If you need help completing this application or you can't provide enough proof of identity documents, phone **+61 2 6216 1111** between 8.00am and 5.00pm (Australian Eastern Standard Time or Eastern Daylight-saving Time), Monday to Friday, and ask to be transferred to **Personal tax enquiries**.

ATO USE ONLY

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Section A: Applicant information See instructions page 4.

Your answers to these questions will help us establish whether you are already on our records or not.

1 Are you an Australian resident for tax purposes?

See instructions pages 2 and 3.

No ☐ Yes ☐

2 Have you ever: (Place ☐ in one box only.)

- had an Australian tax file number (TFN)
- applied for an Australian TFN before
- lodged a tax return in Australia?

No ☐ Go to question 4.

Yes ☐ Go to question 3.

3 If you know the details of when you last dealt with us, provide them below.

When did you last deal with us? Year ☐☐☐☐ Details (for example, tax return)

Were your personal details the same as they are now?

No ☐ Provide your details as they were when you last dealt with us.

Yes ☐ Go to question 4.

Family name at that time

First given name

Other given names

Postal address for tax matters at that time

Suburb/town/locality

State/territory

☐☐☐

(Australia only)

Postcode

☐☐☐☐☐☐

(Australia only)

Country if outside Australia

Name of your registered tax agent at that time (if applicable)



4 What is your full name?

Name must match supporting documents.

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Family name

First given name

Other given names

5 Have you ever had another name?

No ☐ Go to question 6.

Yes ☐ Provide details below.

Type of name? (Place ☐ in one box only.)

Your previous married name ☐ The name on your birth certificate ☐ An anglicised name ☐

Your name before marriage ☐ A shortened version of your name ☐ An assumed name (known as) ☐

Your skin name ☐

Other ☐

Other name

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Family name

First given name

Other given names

! 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.

6 What is your gender? Male ☐ Female ☐ Indeterminate ☐

The gender on your supporting documents must match your selection.
For more information see instructions page 4.

7 What is your date of birth? / /

OFFICE USE ONLY	Day	Month	Year
	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

8 Do you have a spouse?

> See instructions page 4.

No ☐ Go to question 9.

Yes ☐ Provide details below.

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 5, if applicable.

Section B: Address details



See instructions page 4.

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

9 What is your postal address? (Your TFN will be sent to this address.)

For example, write your home address, your post office box, or your Australian representative's postal address.

<div></div>			
<div></div>			
Suburb/town/locality		State/territory	Postcode
<div></div>		<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>
		(Australia only)	(Australia only)
Country if outside Australia	<div></div>		

10 What is your home address outside Australia?

This must be a street address.

<div></div>	
<div></div>	
Suburb/town/locality	
<div></div>	
Country	<div></div>

Section C: Reason for application

11 Why do you need a TFN? (Place in one box only.)

☐ Option 1 – you receive income from an Australian rental property (provide details of one property)

Street address of rental property

<div></div>			
<div></div>			
Suburb/town/locality		State/territory	Postcode
<div></div>		<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>
Real estate agent's name	<div></div>		
Real estate agent's address	<div></div>		
<div></div>			
Suburb/town/locality		State/territory	Postcode
<div></div>		<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>

☐ Option 2 – you are registering for an Australian business number (ABN) and, if applicable, another associated business account – for example, goods and services tax (GST)

We recommend you complete this TFN application before registering for an ABN – this will speed up processing of your ABN application. You can register for an ABN at abr.gov.au

If applicable, provide a business or company name

<div></div>		
<div></div>		
Australian Registered Body Number (ARBN) or Australian Company Number (ACN)		
<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>

☐ **Option 3 – you receive Australian business income (including directors fees)**

Provide the details of the entity that pays you.

Name of company, partnership, trust or individual

Street address

Suburb/town/locality

--

State/territory

--	--	--

Postcode

--	--	--	--	--

Australian Company Number (ACN) – if a company

--	--	--	--	--	--	--	--

Australian business number (ABN)

--	--	--	--	--	--	--	--	--	--

☐ **Option 4 – you receive a distribution from an Australian trust**

Name of trust

Trust ABN

--	--	--	--	--	--	--	--

☐ **Option 5 – in terms of superannuation, you:**

- receive benefits from an Australian fund
- make personal contributions into an Australian fund, or
- are having contributions made on your behalf into an Australian fund.

Name of fund

Fund ABN

--	--	--	--	--	--	--	--

☐ **Option 6 – you receive other types of Australian income**

Give full details, including any associated ACN or ABN.

☐ **Option 7 – you wish to obtain a refund of TFN withholding tax**

☐ **Option 8 – your spouse is:**

- an Australian resident, and
- applying for the Australian family tax benefit.

If you select this box, make sure you have completed question 8.



For the definition of spouse, see instructions page 4.

Section D: **Contact details**

➤ See instructions page 4.

12 What are your contact details?

Provide all details where you can. We may use these details to contact you as well as send notices and correspondence about your taxation affairs.

Daytime phone number (include area or country code)

Mobile number (include country code)

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

13 Do you want to provide an alternative contact person?

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

No ☐

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

Contact person's details

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Family name

First given name

Other given names

Daytime phone number (include area or country code)

Mobile number (include country code)

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

14 Do you have a registered tax agent or a legal representative in Australia?

No ☐

Yes ☐ Provide your registered tax agent or legal representative's details below.

Name of practice


Phone number (include area code)

Name of person you deal with

Registration number

Section E: Supporting documents See instructions pages 4–6.

This section will help you provide the proof of identity documents we need to process your application. If you do not provide all the documents we ask for, we cannot issue you with a TFN.

 You must provide **two current documents**, one of which must be a primary document. We accept **certified copies of original documents**. Do not send us original documents. Certified copies of documents that you mail to us may not be returned to you. Documents that have been corrected or changed and initialled are not acceptable.

15 Which of the following supporting documents will you provide with your application?

(Place  in all applicable boxes.)


Primary documents

- ☐ Foreign passport
- ☐ Foreign birth certificate
- ☐ Australian full birth certificate (not an extract)
- ☐ Australian passport.

Secondary documents

- ☐ National photo identification card
- ☐ Foreign government identification
- ☐ Marriage certificate – if you provide this document to verify how you changed your name, it will not count as a second document
- ☐ Drivers licence – any address on your licence must match an address on this application.


16 Are you a parent or guardian signing this application?

 See page 2 of the instructions to see if you are eligible to sign the form on behalf of the applicant.

No ☐ Go to question 17.

Yes ☐ If you sign on behalf of the applicant you must include **all** of the following with this application:

- ☐ The applicant's supporting documents that you have selected at question 15.
- ☐ One of the 'Linking documents' on page 6 of the instructions that shows your relationship to the applicant.

 If one of the applicant's supporting documents that you have selected at question 15 shows your relationship to the applicant (for example, a birth certificate) you do not need to provide another linking document.

EITHER of the following:

☐ Your own tax file number (TFN)

OR

☐ If you do not provide your TFN, you will need to provide two of your own supporting documents, one must be a primary document. See 'Acceptable proof of identity documents' on page 5 of the instructions.

 For more information about providing TFNs, see the Privacy note in the Declaration on page 7 of this form.

17 Are any of the supporting documents you will provide in a previous name?

No ☐

Yes ☐ You will also need to provide one of the 'Linking documents' listed on page 6 of the instructions that shows how your name was changed.


18 Are the supporting documents you will provide in English?

No ☐ See instructions page 5.

Yes ☐


 Make sure you sign the declaration on the next page.

Section F: Declaration See instructions page 6.

 When you send your application, you must include your proof of identity documents as specified on pages 4–6 of the instructions.

If you are:

- 16 years or older – **you** must sign your application
- 13 to 15 years old – you **or** your parent or guardian can sign
- 12 years old or under – your **parent or guardian** must sign on your behalf.

 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.

19 Who is the authorised person signing this declaration?

The person applying for the TFN ☐ Sign and date the declaration below.

A parent or guardian ☐ Make sure you have completed questions 13 and 16, then provide your full name here before signing and dating the declaration below.

Name of parent or guardian

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 supporting documents you supply with the agencies that issued them.

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

Signature

<p>You MUST SIGN here</p>


Date

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Lodging your application

Keep a copy of your application for your records. Send the original application and certified copies of your identity documents to us at

Australian Taxation Office
PO Box 9942
MOONEE PONDS VIC 3039

 We will aim to process this form within 28 days of receiving all the necessary information. If your form is incomplete, incorrect or needs checking, it may take longer. We will send your TFN to the postal address on your application.

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

Proof of identity certification

Centrelink officers – you **must** provide the customer reference number for the applicant. If this is not present or incorrect, there will be a delay in processing the application.

Document code	Document number	Place of issue	Date of issue or expiry

Document code	Document number	Place of issue	Date of issue or expiry
L			
L			

Document code	Document number	Place of issue	Date of issue or expiry

[illegible][illegible]

--

Day Month Year

/ /

[illegible]

--	--	--	--

--	--	--

Sensitive (when completed)