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Tax File Declaration Form

Australian Government
Australian Taxation Office

Tax file number declaration

This declaration is NOT an application for a tax file number.

- Use a black or blue pen and print clearly in BLOCK LETTERS.
- Print **X** in the appropriate boxes.
- Read all the instructions including the privacy statement before you complete this declaration.

ato.gov.au

Section A: To be completed by the PAYEE

1 What is your tax file number (TFN)?

For more information, see question 1 on page 2 of the instructions.

OR I have made a separate application/enquiry to the ATO for a new or existing TFN.

OR I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax.

OR I am claiming an exemption because I am in receipt of a pension, benefit or allowance.

2 What is your name? Title: Mr Mrs Miss Ms

Surname or family name

First given name

Other given names

3 What is your home address in Australia?

Suburb/town/locality

State/territory Postcode

4 If you have changed your name since you last dealt with the ATO, provide your previous family name.

5 What is your date of birth? Day / Month / Year

6 On what basis are you paid? (select only one)

Full-time employment | Part-time employment | Labour hire | Superannuation or annuity income stream | Casual employment

7 Are you: (select only one)

An Australian resident for tax purposes | A foreign resident for tax purposes | OR | A working holiday maker

8 Do you want to claim the tax-free threshold from this payer?

Only claim the tax-free threshold from one payer at a time, unless your total income from all sources for the financial year will be less than the tax-free threshold.

Yes | No — Answer **no** here if you are a foreign maker, except if you are a foreign Australian Government pension or

IMPORTANT THAT THE EMPLOYEE TICKED MARK THIS SECTION

9 (a) Do you have a Higher Education Loan Program Loan (SSL) or Trade Support Loan (TSL) debt?

Yes — Your payer will withhold additional amounts to cover any compulsory repayment that may be raised on your notice of assessment. | No

(b) Do you have a Financial Supplement debt?

Yes — Your payer will withhold additional amounts to cover any compulsory repayment that may be raised on your notice of assessment. | No

DECLARATION by payee: *I declare that the information I have given is true and correct.*

Signature — **You MUST SIGN here**

Date Day / Month / Year

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

Once section A is completed and signed, give it to your payer to complete section B.

Section B: To be completed by the PAYER (if you are not lodging online)

1 What is your Australian business number (ABN) or withholding payer number?

Branch number (if applicable)

5 What is your primary e-mail address?