



Tax file number application or enquiry for permanent migrants and temporary visitors to Australia

Who should use this application? Use this application if you are an individual from overseas and you are currently in Australia, and have the right to work or stay permanently in Australia.

If you do not have work rights and require a tax file number for other purposes, you will need to complete the form *Tax file number application or enquiry for an individual* (Nat 1432). You can obtain this form from:

- the Tax Office's internet site at **www.ato.gov.au**
Select the 'Forms and services' link that is located on the left hand side of the screen
- your nearest ATOaccess site
- Centrelink, if applying for a government benefit or pension
- the tax file number helpline by phoning **13 28 61** between 8am and 6pm Australian Eastern Standard Time, Monday to Friday, or
- most newsagents.

When should you use this application? Use this application if you cannot apply online.

If you apply online, you will generally receive your tax file number (TFN) quicker than if you use this paper application.

Important: Do not send your passport or identification documents to us as we verify your identity electronically.

What is an Australian tax file number?

A TFN is a unique number issued to a particular client by the Australian Taxation Office.

You don't have to have a TFN, but if you don't have one you are likely to:

- have more tax withheld than necessary, and
- be unable to get government benefits you are entitled to receive.

Not quoting your TFN to us may delay us in helping with your enquiries or processing any tax documents you lodge.

Note: Only one TFN is issued to you for your lifetime. Once a TFN has been issued to you, there is no need to apply for a new one if your circumstances change, for example, if you move interstate, change jobs, change your name in any way, have investments, or claim government benefits. You should advise us of any change to your name, address or status of residency for tax purposes.

Why do you need a TFN?

A TFN will help if you:

- lodge a tax return
- ask us about your tax affairs
- apply for certain income assistance or support payments (such as pensions or benefits from either Centrelink or the Department of Veterans' Affairs)
- claim family tax benefit
- make or receive payments under the pay as you go system
- start or change jobs
- make a TFN declaration or a withholding declaration

- study at a tertiary institution and wish to defer payment under the Higher Education Contribution Scheme or take out a Student Financial Supplement Loan
- join a superannuation fund
- are a member of a partnership or trust
- pay child support allowance
- are a sole trader
- are a company director or a public officer of an entity applying for an Australian business number (ABN)
- are an office bearer for a charity or non-profit organisation applying for an ABN
- receive royalty payments, or
- earn interest or dividends on savings accounts or investments and are an Australian resident for tax purposes.

Note: If you are a non-resident for tax purposes you cannot quote your TFN to your investment body. TFN withholding tax will apply on any interest or dividends earned.

How will you receive your TFN?

We will post your TFN to the Australian address you provide on this application.

Please allow **28 days** for processing of your application.

Where do you send your completed application?

Send your completed application to:

**Australian Taxation Office
PO Box 1130
ADELAIDE SA 5001**

Information to help you fill in the application:

Australian state codes

- ACT – Australian Capital Territory
- NSW – New South Wales
- NT – Northern Territory
- QLD – Queensland
- SA – South Australia
- TAS – Tasmania
- VIC – Victoria
- WA – Western Australia

Australian telephone area codes

- ACT/NSW – 02
- VIC/TAS – 03
- QLD – 07
- SA/NT/WA – 08

Need help?

If you have an enquiry, please phone the Tax Office on **13 28 61** between 8am and 6pm Australian Eastern Standard Time, Monday to Friday.

Privacy of information

We are authorised by the *Income Tax Assessment Act 1936* to ask for the information on this application. We need this information to help us to administer laws relating to taxation, benefits and superannuation.

We may give this information to other government agencies authorised by law to receive it – for example Commonwealth agencies which administer laws relevant to your particular situation. Depending on your situation these agencies could include Centrelink, the Australian Federal Police, the Child Support Agency, the Department of Veterans' Affairs, the Department of Immigration and Multicultural and Indigenous Affairs, the Department of Family and Community Services, and the Department of Education, Science and Training.

Remember

You can apply for a TFN using an online application by going to **www.ato.gov.au**

By using the online application, **you can apply for and receive your TFN quicker** than by the traditional method of visiting an ATOaccess site and completing an application, or by posting a completed application.

You are not required to physically provide proof of your identity when you apply online.



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When completing this application:

- print clearly using a **BLACK** pen
- write neatly in **BLOCK LETTERS**
- place an in all relevant 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 you getting your TFN.

If you require any advice about completing this application, please phone **13 28 61** between 8am and 6pm Australian Eastern Standard Time, Monday to Friday. If you do not speak English and need help from us, phone the Translating and Interpreting Service (TIS) on **13 14 50**. Ask them to set up a 3-way conversation between you, an interpreter and a tax officer.

Travel documentation details

1. What is your passport or travel document number?

This is the number shown on your current passport or travel document.

2. In which country did your current passport or travel document issue?

This is the country shown on your current passport or travel document.

3. Have you visited Australia before – whether for business or leisure?

Yes

No

Personal details

4. What is your name?

This is your name as it appears on your passport or travel document.

Title (Mr, Mrs, Miss, Ms or other title)

Surname or family name

First given name

Other given name/s

5. Have you ever had another name?

For example, an alias, your name before marriage or an English version of your name.

Yes give any other names at 18

No go to 6

6. What is your date of birth? / /

7. What is your sex? Male Female

8. Do you have a spouse (married or de facto)?

Yes Provide details below

No go to 9

Title (Mr, Mrs, Miss, Ms or other title)

Surname or family name

First given name

Other given name/s

Existing TFN information

9. Have you applied for a TFN before?

Yes

No

10. Have you had a TFN before?

Yes

No

If yes, please write your TFN

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Note: It is not an offence if you don't quote your TFN, but not quoting it may cause delays in processing your application.

11. Have you ever lodged a tax return in Australia?

Yes

No

12. Do you own property or have other business interests in Australia?

Yes

No

Address details

13. What is your Australian postal address?

This is where we will send your TFN. Please make sure it is an Australian address.

<input type="text"/>
<input type="text"/>

Town or suburb

<input type="text"/>

State/territory

Postcode

<input type="text"/>	<input type="text"/>
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14. Is your current home address the same as your postal address (as above)?

Yes go to 16

No go to 15

15. What is your current home address?

If you are applying as a temporary visitor, your residential address may be your home country address. Your home address **must** be a physical location and **not** a mailing service such as a post office (PO) box number.

<input type="text"/>
<input type="text"/>

Town or suburb

<input type="text"/>

State/territory

Postcode

<input type="text"/>	<input type="text"/>
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Country if outside Australia

<input type="text"/>

Contact details

16. Daytime phone number and/or email address where you can be contacted or a message can be left.

Daytime phone number

(Area code) <input type="text"/>

Email address (Please use BLOCK LETTERS)

<input type="text"/>
<input type="text"/>

Contact details – continued

17. If the Tax Office needs to obtain further information to process your application, do you want us to contact a relative or friend who can help us?

This could be for reasons such as language difficulties, your age, illness or infirmity.

Yes give details here

No go to 18

Name of person the Tax Office should contact

Daytime phone number

Mobile phone number

After hours phone number

Email address (Please use BLOCK LETTERS)

Other name details

18. If you answered yes to 5, please give your other name/s here.

Title (Mr, Mrs, Miss, Ms or other title)

Surname or family name

First given name

Other given name/s

Type of name for example, name at birth, maiden name, Indigenous name, anglicised name etc.

Note: If you have more than one other name, please attach a separate sheet with the relevant details.

Please make sure you sign the declaration below

Declaration

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

Your signature

Date

Your full name

IMPORTANT:

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

Do not send your passport or identification documents to us as we verify your identity electronically.

Send your completed application to:

Australian Taxation Office

GPO Box 1130

Adelaide SA 5001

Office use only