**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.

30920714

www.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 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** If you have changed your name since you last dealt with the Tax Office, show your previous family name

**4** What is your date of birth?   Day / Month / Year

**5** What is your home address in Australia?

Suburb or town

State   Postcode

**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 an Australian resident for tax purposes?
(Visit ato.gov.au/residency to check)   Yes ☐  No ☐  You must answer **No** at question 8.

**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 at questions 9 and 10 unless you are a foreign resident claiming a seniors and pensioners, zone or overseas forces tax offset.

**9** Do you want to claim the seniors and pensioners tax offset by reducing the amount withheld from payments made to you?

Yes ☐ Complete a *Withholding declaration* (NAT 3093), but only if you are claiming the tax-free threshold from this payer. If you have more than one payer, see page 3.   No ☐

**10** Do you want to claim a zone, overseas forces or dependent (invalid and carer) tax offset by reducing the amount withheld from payments made to you?

Yes ☐ Complete a *Withholding declaration* (nat 3093).   No ☐

**11 (a)** Do you have an accumulated Higher Education Loan Programme (HELP) 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 an accumulated 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 your withholding payer number?   Branch number (if applicable)

**2** If you don't have an ABN or withholding payer number, have you applied for one?
Yes ☐  No ☐

**3** What is your legal name or registered business name (or your individual name if not in business)?

**4** What is your business address?

Suburb or town

State   Postcode

**5** Who is your contact person?

Business phone number

**6** If you no longer make payments to this payee, print X in this box ☐

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

Date  Day / Month / Year

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

> Return the completed original ATO copy to:
**For WA, SA, NT, VIC or TAS** Australian Taxation Office PO Box 795 ALBURY NSW 2640

**For NSW, QLD or ACT** Australian Taxation Office PO Box 9004 PENRITH NSW 2740

❗ **IMPORTANT**
See reverse side of Payer's copy for:
- payer obligations
- lodging online.

**Sensitive** (when completed)

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