Australian Government
Australian Taxation Office

ato.gov.au

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.

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

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

5 What is your home address in Australia?

Suburb/town/locality

State/territory   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 ☐

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 and at question 10 if you are a foreign resident, except if you are a foreign resident in receipt of an Australian Government pension or allowance.

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 of the instructions.   No ☐

10 Do you want to claim a zone, overseas forces or invalid and invalid 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 a Higher Education Loan Program (HELP), Student Start-up 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)

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/town/locality

State/territory   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. ☐

> Return the completed original ATO copy to:
> **Australian Taxation Office**
> **PO Box 9004**
> **PENRITH NSW 2740**

❗ IMPORTANT
See next page for:
- payer obligations
- lodging online.

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.

Sensitive (when completed)

NAT 3092-07.2016 [JS 35902]

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