Print whole section

Update your TFN registration details

Check how you can update your TFN registration details, including your name, date of birth, bank details and gender.

Update your personal contact details

How to update your contact details online, by phone or by post.

Update your name

How to update your name and title online, by phone or by post. You may need an identity document.

Update your date of birth record

How to update your date of birth record online, by phone or by post. You will need an identity document.

Update your gender

You can ask us to change your gender (sex) information by providing a certified copy of certain documents.

Update your financial institution details

How to update your financial institution (bank) details online or by phone.

QC 22608

Update your personal contact details

How to update your contact details online, by phone or by post.

Last updated 22 June 2026

Contact details you can update

You can update the following personal contact details:

- residential address
- postal address
- home and mobile phone numbers
- email address.

You can also update or nominate authorised contacts to deal with us on your behalf and receive information about your tax affairs.

Update your contact details online

The quickest way to update your personal contact details with us is to self-serve online. You need a myGov account linked to the ATO.

There are 3 options for updating your contact details online:

1. Update your contact details using myGov to update multiple government linked services at the same time.
2. Update your contact details using ATO online services to update your details with us only.
3. Update your contact details using the ATO app to update your details with us only.

Update your contact details using myGov

You can choose to update your records with other government linked services at the same time. To update your contact details with linked services using myGov, follow these steps:

1. Sign in to your myGov account.
2. Select **My Account**, **Profile**, then **Contact details**.
3. Select **Edit** next to address, email address or contact numbers.
4. Choose which linked services to share your update with and complete the details.
5. Select **Update** to save your changes.

Update your contact details using ATO online services

To update your contact details with us using ATO online services, follow these steps:

1. Sign in to your myGov account.
2. Under **Linked services**, select **Australian Taxation Office**.
3. Select **My profile**, then **Personal details**.
4. Go to the **Contact details** heading and select the arrow next to the contact details you'd like to update.
5. Update your contact details.
6. Select the box to agree to sign this declaration.
7. Select **Save**.

Update your contact details using the ATO app

To update your contact details with us using the ATO app, follow these steps:

1. Log in to the ATO app.
2. Select **More**, then **My details**.
3. Under **Personal details**, select **Update**, which opens ATO online services.

4. Follow the steps to update your contact details using ATO online services.

Update your contact details by phone

We can update your contact details and authorised contacts over the phone if you contact us. Before we can discuss your details or update your records, you must establish your identity.

Have your personal tax file number (TFN) ready – we will establish your identity by asking you questions about your tax records.

Update your contact details by post

You can update your contact details and add a new authorised contact by post using the Change of details for individuals form. Download and complete the form, then post it to the address on the form.

It can take up to 28 days to update your records after we receive your form.

Update your authorised contacts

How to add or update your authorised contacts online, by phone or by post.

QC 44769

Update your authorised contacts

How to add or update your authorised contacts online, by phone or by post.

Last updated 22 June 2026

Authorised or nominated contacts

You can update or nominate authorised contacts to act on your behalf and receive information about your tax affairs.

There are 2 different types of authorised contacts:

1. primary contacts who can act on your behalf for all of your tax affairs
2. account contacts who can act on your behalf for specific accounts, such as income tax, activity statement or superannuation.

Update authorised contacts online

To update your authorised contacts online using either ATO online services or the ATO app, follow these steps:

- To use ATO online services
  - sign in to your myGov account
  - under **Linked services**, select **Australian Taxation Office**
  - select **My profile**, then **Authorised contacts**.
- To use the ATO app
  - select **More**, then **My details**
  - go to the link **View and update additional details via ATO Online, including authorised contacts**.
- Follow these steps to either
  - add a new contact
  - update or remove a contact.

Add new contact

For a new authorised contact:

- Select **Add** next to either
  - **Primary contacts** to give them the authority to deal with us about all your tax and super affairs
  - **All contacts** to give them the authority to deal with us about specific tax accounts (such as income tax or super).
- Enter the details for the authorised contact.
- Select the specific account or accounts you want to give access to (if you selected **All accounts**).

- Select the box to agree to sign the declaration.
- Select **Save**.

Update or remove contact

You can update or remove an existing authorised contact by selecting **Delete** or **Update** next to the authorised contact. Select **Save** after you've made your changes.

Update authorised contact details by phone

We can update your authorised contacts details over the phone if you contact us. Before we can discuss your details or update your records, you must establish your identity.

Have your personal tax file number (TFN) ready – we will establish your identity by asking you questions about your tax records.

Update authorised contact details by post

You can update or add a new authorised contact by post using the Change of details for individuals form. Download and complete the form, then post it to the address on the form.

It can take up to 28 days to update your records after we receive the form.

QC 72370

Update your name

How to update your name and title online, by phone or by post. You may need an identity document.

Last updated 22 June 2026

Your name and title

You can update your name and title with us. The quickest way to update your name or title is online. To do this, you need a myGov account linked to the ATO.

To update your name to a new name, you need to verify an Australian identity document. If you don't have an Australian identity document, you must update your name by post.

To use a name we previously had on record or to update only your title, you don't need to verify an identity document.

Update your name or title online

To update your name or title online, you need a myGov account linked to the ATO.

To update to a new name you will also need one of the following identity documents:

- Australian full birth certificate (not an extract)
- Australian marriage certificate
- Australian change of name certificate.

Follow the steps below to find out:

- how to update your name using ATO online services
- how to update your name online using the ATO app.

How to update your name using ATO online services

To update your name using ATO online services:

1. sign in to your myGov account
2. under **Linked services,** select **Australian Taxation Office**
3. select **My profile**, then **Personal details**
4. select either
   - **Update name and title**
   - **Update title only** to just change your title
5. you may be presented with the option to **Choose a previous name** – if you select this option, you won't need to verify an identity document

6. to update to a new name, select the identity document you will be using to verify your name change
7. tick the box to agree to your identity document being checked with the issuing agency, then select **Next**
8. select the document state or territory of issue and complete the fields to verify your identity document.

How to update your name online using the ATO app

To update your name using the ATO app:

1. log in to the ATO app
2. select **More**, then **My details**
3. under **Personal details** select **Update**, which will open ATO online services
4. follow the steps for how to update your name using ATO online services.

Update your name or title by phone

We can update your name or title over the phone – contact us to speak to a customer service representative.

To update to a new name, you need one of the following identity documents:

- Australian full birth certificate (not an extract)
- Australian marriage certificate
- Australian change of name certificate.

We'll check your document information with the agency that issued the document. If we can't make the changes over the phone, we'll give you other options.

Update your name by post

To update your name and title, you can download and complete the form Change of details for individuals.

You need one of the following identity documents:

- Australian full birth certificate (not an extract)
- Australian marriage certificate
- Australian change of name certificate
- national photo identification card
- foreign passport
- foreign birth certificate
- foreign marriage certificate
- foreign government identification
- foreign drivers licence (the address must match your address on our systems).

Post the completed form and a certified copy of your original identity document to the address on the form. We can't accept certified copies of digital identity documents. Do not post original identity documents as these may not be returned to you.

There are different options for getting certified copies of your documents, depending on whether you need:

- copies of identity documents and you are in Australia
- copies of identity documents and you are outside Australia.

It can take up to 28 days to update your records after we receive the form.

QC 44770

Update your date of birth record

How to update your date of birth record online, by phone or by post. You will need an identity document.

Last updated 22 June 2026

Your date of birth record

The quickest way to correct your date of birth is online. To do this, you need a myGov account linked to the ATO.

You need to verify at least one identity document to correct your date of birth.

How you do this depends on what identity document you can use.

For details about the personal information we collect from you, see Privacy notice – update date of birth.

Update your date of birth online

To correct your date of birth online, you need a myGov account linked to the ATO.

You also need one of the following identity documents:

- Australian full birth certificate – not an extract
- Australian passport
- Australian citizenship certificate
- Australian visa
- Australian drivers licence or learner's permit.

The document details you provide will be verified with the agency that issued the document.

Follow the steps below to find out:

- how to update your date of birth using ATO online services
- how to update your date of birth using the ATO app.

How to update your date of birth using ATO online services

To update your date of birth using ATO online services:

- sign in to your myGov account
- under **Linked services** select **Australian Taxation Office**
- select **My profile**, then **Personal details**
- select **Update date of birth**

- select the identity document you will be using to verify your date of birth
- tick the box to agree to your identity document being checked with the issuing agency, then select **Next**
- complete the fields required to verify your identity document, then select **Verify**.

How to update your date of birth using the ATO app

To update your date of birth:

- log in to the ATO app
- select **More**, then **My details**
- under **Personal details** select **Update**, which will open ATO online services
- follow the steps in how to update your date of birth using ATO online.

Update your date of birth through Australia Post

You can correct your date of birth at a participating Australia Post outlet. To find a participating retail outlet near you, visit the Australia Post office locator.

You need one of the following current original identity documents:

- Australian full birth certificate – not an extract
- Australian passport
- Australian citizenship certificate
- foreign birth certificate
- foreign passport.

To update your date of birth through Australia Post:

1. Complete the online form.
2. Print the summary to take to your Australia Post interview.

3. Attend an interview at a participating Australia Post outlet within **30 days** of completing your online form. Take your printed summary and current original proof-of-identity documents to the interview.

Update your date of birth by phone

We can correct your date of birth over the phone – contact us to speak to a customer service representative.

You will need to have one of the following identity documents:

- Australian full birth certificate (not an extract)
- Australian passport
- Australian citizenship certificate or Extract from Register of Citizenship by Descent
- Australian drivers licence or learner's permit.

We'll check your document information with the agency that issued the document. If we can't make the changes over the phone, we'll give you other options.

Update your date of birth by post

To update your date of birth, you can download and complete the form Update date of birth.

You need one of the following identity documents:

- Australian full birth certificate (not an extract)
- Australian passport
- Australian citizenship certificate
- foreign birth certificate
- foreign passport.

Post the completed form and a certified copy of your original document to the address on the form. We can't accept certified copies of digital identity documents. Don't post original documents as these may not be returned to you.

There are different options for getting certified copies of your documents, depending on whether you need:

- copies of identity documents and you are in Australia
- copies of identity documents and you are outside Australia.

It can take up to 28 days to update your records after we receive the form.

QC 44771

Update your gender

You can ask us to change your gender (sex) information by providing a certified copy of certain documents.

Last updated 22 June 2026

Updating your details

To change your gender details you will need to provide a certified copy of one of the following documents:

- a valid Australian Government travel document, such as a valid passport that specifies your preferred gender (sex)
- a state or territory birth certificate that specifies your preferred gender (sex)
- a document from a state or territory Registrar of Births, Deaths and Marriages recognising a change of gender (sex)
- a statement from a Registered Medical Practitioner or Registered Psychologist which specifies your preferred gender (sex).

If you use a statement from a Registered Medical Practitioner or Registered Psychologist, the statement needs to include:

- the medical practitioner or psychologist's letterhead including their full name and contact details
- a declaration from the medical practitioner or psychologist stating that they have treated you or evaluated your history

- your full name and the gender (sex) you choose to identify with
- the medical practitioner or psychologist's signature
- the medical practitioner or psychologist's registration number from the Medical Board of Australia or Psychology Board of Australia or an equivalent overseas authority.

You also have the option to record your gender (sex) as indeterminate in your ATO record.

If you can't provide the necessary documentation to update your gender (sex) information, we can still help by removing the courtesy title from your record such as Mr/Mrs/Ms/Miss.

By phone

We can't change your recorded gender (sex) over the phone unless we have recorded it incorrectly from an identity document supplied at registration.

We can change or remove your title without documentation:

- in Australia, phone **13 28 61** between 8:00 am–6:00 pm, Monday to Friday.
- outside Australia, phone **+61 2 6216 1111** between 8:00 am–5:00 pm AEST and ask them to transfer you to 'Personal tax enquiries'.

By post

To update your gender details, write to us and include all of the following:

- the name and address that we have recorded for you
- your new name and title (if applicable)
- a request that we update your gender (sex) information
- your signature
- your supporting document as listed above.

You should mail us a certified copy of the original document. Don't alter or amend it in any way. We may not return documents you mail to

us. Therefore, don't mail us original documents. We do not accept certified copies of digital identity documents.

Send your letter and supporting documents to us at:

Australian Taxation Office
PO Box 3373
ALBURY NSW 2640
AUSTRALIA

We'll update your records within 28 days of receiving your request in writing.

QC 44772

Update your financial institution details

How to update your financial institution (bank) details online or by phone.

Last updated 22 June 2026

Your financial institution details

We can only pay refunds into an Australian bank account. The quickest way to update your financial institution details is online. To do this, you need a myGov account linked to the ATO.

The account must be held by:

- you under your legal or trading name, either solely or jointly
- your registered tax or BAS agent
- a legal practitioner acting as your trustee or executor.

When providing your account details, we require the:

- bank state branch (BSB) number – this number has 6 digits
- account number – this number has no more than 9 digits
- account name.

Update your financial institution details online

To update your financial institution details online, you need a myGov account linked to the ATO.

When updating your financial institution details online, don't include spaces or hyphens in the BSB or account number.

When entering the account name, include spaces between each word and initials where required – for example, JQ Citizen. If there are more than 32 characters in the account name, only enter the first 32. Don't include the account type, such as cheque, savings, or mortgage offset.

Follow the steps below to find out:

- how to update your financial institution details using ATO online services
- how to update your financial institution details using the ATO app

How to update your financial institution details using ATO online services

To update your financial institution details using ATO online services:

1. sign in to your myGov account
2. under **Linked services** select **Australian Taxation Office**
3. select **My profile**, then **Financial institution details**
4. select **Update** or **Delete** to the right of your account details
5. enter the account name, BSB and account number
6. tick the box to agree to sign the declaration
7. select **Save**.

How to update your financial institution details using the ATO app

To update your financial institution details using the ATO app:

1. log in to the ATO app
2. select **More**, then select **My details**

3. under **Financial institution details** select **Update**, which will open ATO online services
4. follow the steps for how to update your financial institution details using ATO online services.

Update your financial institution details by phone

You or a nominated representative can update your financial institution details over the phone. Contact us to speak to a customer service representative.

Have your personal tax file number (TFN) or Australian business number (ABN) ready when you contact us. We will then confirm your identity by asking a series of questions based on information from your tax records.

QC 57801

Our commitment to you

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

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