



# Application for endorsement as a deductible gift recipient

## WHEN TO USE THIS APPLICATION

Complete this application if your organisation wants to apply for endorsement as a deductible gift recipient.

➤ If your organisation is seeking endorsement as a tax concession charity or income tax exempt fund, complete an [Application for endorsement as a tax concession charity or income tax exempt fund](#) (NAT 10651).

## COMPLETING YOUR APPLICATION

This application should be completed by a person authorised by the organisation to act on its behalf.

To complete this application:

- n download a copy of the application to your computer and check that you can save information in the application
- n place  in ALL applicable boxes
- n type directly into the form
- n you must answer all questions unless we tell you otherwise.

➤ Before completing this application, read the [Instructions for endorsement as a deductible gift recipient](#) (NAT 2949).

## Section A: Applicant information

### 1 What is your organisation's Australian business number (ABN)?

➤ See [instructions](#)

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### 2 What is your organisation's legal name and postal address?

➤ See [instructions](#)

Legal name

Postal address

Suburb/town

State/territory

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Postcode

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Country if other than Australia

### 3 What are you applying for? Select one box only

➤ See [instructions](#)

(a) Endorsement of your organisation as a whole as a deductible gift recipient.

(b) Endorsement of your organisation as a deductible gift recipient for a fund, authority or institution your organisation owns or includes.  Provide details below

Legal name of your organisation's fund, authority or institution

Address of your organisation's fund, authority or institution (if different from your organisation's address)

Suburb/town

State/territory

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Postcode

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Country if other than Australia

⚠ If your organisation is seeking endorsement for more than one fund, authority or institution that it owns or includes, you will need to lodge a separate endorsement application form for each one.

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## Section B: Endorsement information

### 4 Which item number applies to your organisation or to your organisation's fund, authority or institution?

Provide the item number that best describes your organisation, or your organisation's fund, authority or institution.

➤ See [instructions](#)

Item number  ·  ·

Only include additional items if they are relevant to your organisation, or your organisation's fund, authority or institution.

Item number  ·  ·  Item number  ·  ·  Item number  ·  ·

### 5 Is your organisation or your organisation's fund, authority or institution in Australia?

➤ See [instructions](#)

No  Your organisation is not entitled to endorsement as a deductible gift recipient.

Yes

### 6 From what date does your organisation want to be endorsed as a deductible gift recipient?

➤ See [instructions](#)

Day                      Month                      Year  
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## Section C: Attachments

### Have the instructions asked you to complete a schedule?

➤ Refer to the [Instructions for endorsement as a deductible gift recipient](#) (NAT 2949) to find out.

No  Complete the declaration on the next page.

Yes  Attach the completed schedule to this application and complete the declaration on the next page.

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## Section D: Declaration

Before you sign this form, check that the information you have provided is accurate and complete.

### Penalties

Penalties may be imposed for giving false or misleading information.

### Privacy

Taxation law authorises the ATO to collect information and disclose it to other government agencies. This includes personal information of the person authorised to sign the declaration. For information about your privacy go to [ato.gov.au/privacy](http://ato.gov.au/privacy)

Name of signatory

Position held

Business hours phone number (8.30am to 5.30pm weekdays)

Mobile phone number

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*I am authorised to make this declaration on behalf of the organisation. The information contained within this application is true and correct.*

Signature

Date

Day	Month	Year
<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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### Time taken to complete this form

Estimate how long (in minutes) it took you to complete this application.  minutes

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## Lodging your application

- n Print the completed application and attach the schedule (if required)
- n Complete and sign the declaration
- n Send your completed application to:  
Australian Taxation Office  
PO Box 3373  
PENRITH NSW 2740