Australian Government
Australian Taxation Office

Tax Help centre

INFORMATION FOR APPLICANTS

- You need to answer all questions on this form.
- When you have completed the form click the 'Submit by email' button.
- An email will be generated which will have the form attached and Tax Help email address pre filled. Click send to forward the email to Tax Help.

Date

Day / Month / Year

1 Centre name

2 Centre street address

Suburb/town

State/territory

Postcode

3 Is your postal address the same as your street address? No ☐ Yes ☐

4 Centre postal address

Suburb/town

State/territory

Postcode

5 Centre phone numbers

Phone number

Fax number

6 Centre email

7 Who will be coordinating Tax Help at the centre?

Name

Position

Contact number

Email

This contact will not be made available to the public.

8 Does the centre assist a specific client group? (For example, specific language groups, university students)

No ☐ Yes ☐ If Yes, please give details.

9 What hours is the centre open?

	From	To		From	To		From	To
Monday			**Tuesday**			**Wednesday**		
Thursday			**Friday**					

10 When can you offer Tax Help?

	From	To		From	To		From	To
Monday			**Tuesday**			**Wednesday**		
Thursday			**Friday**			**Saturday**		

11 Which of the following facilities can your centre provide for Tax Help use?
You must provide these facilities in a private room or area set aside for Tax Help appointments

Phone access? **No** ☐ **Yes** ☐

Computer access? **No** ☐ **Yes** ☐ If Yes, is this a:
Networked computer ☐ Standalone computer ☐ Laptop ☐

Printer access? **No** ☐ **Yes** ☐ If Yes, is this a:
Networked printer ☐ Standalone printer ☐

Internet access? **No** ☐ **Yes** ☐ If Yes, is this a:
Wireless connection ☐ Network cable ☐

12 Do you have any potential Tax Help volunteers for this year? **No** ☐ **Yes** ☐

13 Will you need our help to recruit Tax Help volunteers? **No** ☐ **Yes** ☐

Submit by email **Print form** **Save form** **Reset form**

Thank you for applying to be part of the Tax Help program.

A Tax Office representative will contact you to discuss your application.

OFFICIAL: Sensitive (when completed)