



Application for certificate of payment

When to use this application

Use this application if you are requesting a certificate for payment for a payee who is a non-resident and needs proof that they have paid Australian tax to comply with tax requirements in the payee's country of residence.

When completing this application

- Complete **all** sections.
- Print clearly in **BLOCK LETTERS** using a black or blue pen.
- Only use one application for each tax type.
- Place **X** in ALL applicable boxes.

Section A: Payer's details

1 **Payer's Australian business number (ABN)** Branch number

2 **Payer's name**

3 **Payer's postal address**

Suburb/town State/territory Postcode

4 **Authorised contact person's name**

Contact phone number

Section B: Payee's details

5 **Payee's name**

6 **Payee's country of residence**

7 **What is the payee's financial year?** / / to / /
Day Month Year Day Month Year

8 **Payee's postal address**

Suburb/town State/territory Postcode

9 **Authorised contact person's name**

10 **Authorised contact person's position**

11 **Authorised contact person's signature**
'I declare it is a requirement of my tax authority to ask the ATO for a certificate of payment'

Date / /
Day Month Year

Section C: Payment details – complete the table below for each payment made

! Only use one application for each tax type

12 What is the type of withholding tax? Managed investment trust Interest Dividend Royalty

Date paid to payee	Gross amount subject to withholding (AUD)	Date paid or notified to ATO	Amount paid or notified to ATO (AUD)	Enter document ID of relevant BAS or provide the \$ amount viewable on your account containing the amount claimed
Annual total		Annual total		

Section D: Payer declaration – must be completed by the payer requesting this certificate of payment

Before you sign this form

Check that the information you have provided is true and correct.

Penalties

Be aware that penalties may be imposed for giving false or misleading information.

Privacy

The ATO is a government agency bound by the *Privacy ACT 1988* in terms of the collection and handling of personal information. For further information about privacy, please go to ato.gov.au/privacy

I/We have not previously received a Certificate of Payment for:

■ *this tax type* ■ *this payee, and* ■ *financial year quoted in this application.*

For small or medium payers of withholding tax

I/We have lodged and paid all relevant business activity statements and non-resident withholding tax has been included at label W3

For large payers of withholding tax

I/We have paid the relevant withholding tax, using the correct payment code to ensure matching withholding tax liabilities have been raised.

Printed name

Position/Title

Signature

Date

Day / Month / Year
 / /

Lodging your application

Fax this with your payee's request to **1800 245 656**.

! If you need help completing this application or require more information:

- phone **13 28 66** between 8.00am and 6.00pm, Monday to Friday
- visit our website ato.gov.au