

Section C: Residency details

The criteria we use to work out your residency status for tax purposes are not the same as those used by other Australian agencies for other purposes, such as immigration.

➤ See instructions page 4 or visit ato.gov.au/residency to check your Australian residency status for tax purposes.

12 Are you an Australian resident for tax purposes?

No

Yes

Section D: Contact details ➤ See instructions page 4.

13 What are your contact details?

Provide all details where you can. We may use these details to contact you as well as send notices and correspondence about your taxation affairs.

Daytime phone number (include area code)

Mobile number

Email address (use BLOCK LETTERS) – such as EXAMPLE@PROVIDER.COM.AU

14 Do you want to provide an alternative contact person?

ⓘ These details will only be used if we need help to process this form and will not be recorded on our systems. If you would like to add an authorised contact (nominated representative) on our systems to deal with us on your behalf, you will need to phone us when you receive your TFN.

No

Yes Provide the details of another person who we can contact for further information about your application below.

Contact person's name

Daytime phone number (include area code)

Mobile number

Email address (use BLOCK LETTERS) – such as EXAMPLE@PROVIDER.COM.AU

15 Do you have a registered tax agent?

No

Yes Provide your registered tax agent's details below.

Name

Phone number

Registration number

Name of person you deal with

Section E: Supporting documents

▶ See instructions page 4.

This section will help you provide the proof of identity documents we need to process your application. If you do not provide all the documents we ask for, we cannot issue you with a TFN.

❗ We will accept **certified copies of original documents**. Do not send us original documents. Certified copies of documents that you mail to us may not be returned to you. Documents that have been corrected or changed and initialled are not acceptable.

We may check the supporting documents you supply with the agencies that issued them.

16 Are you:

aged 16 or over You need to provide **three documents** as listed at question 17, one of which must be a primary document.

under 16 You need to provide **two documents** as listed at question 17, one of which must be a primary document.

17 Which of the following supporting documents will you provide with your application?

(Place in all applicable boxes.)

Primary documents

- Australian full birth certificate (not an extract)
- Australian passport
- Australian citizenship certificate, or Extract from Register of Citizenship by Descent
- Foreign passport.

Secondary documents

- Medicare card
- Account statement from an Australian bank, credit union or building society less than one year old, with your name and your current address matching the details you provide on your application (statements printed off the internet and credit card statements are not acceptable)
- Current Australian firearm licence with your signature and/or photo matching the details you provide on your application
- Current student identification card (tertiary or secondary) with your photo issued from an Australian government accredited education authority
- One of the following cards with your photo and signature. Any address on the card must match the details provided on the application:
 - Australian driver's licence
 - Australian learner's permit
 - state or territory government issued proof of age card
 - state or territory government issued photo card.

❗ If you are under 16, secondary documents can include **one** of the following, which must be less than one year old and issued by an Australian government accredited education authority:

- secondary examination certificate
- record of achievement
- examination report.

18 Are you a parent or guardian signing this application?

See page 5 of the instructions to see if you are eligible to sign the form on behalf of the applicant.

No

Yes If you sign on behalf of the applicant, you must include **all** of the following with this application:

The applicant's supporting documents that you have selected at question 17.

One of the 'Linking documents' on page 6 of the instructions that shows your relationship to the applicant.

If one of the applicant's supporting documents that you have selected at question 17 shows your relationship to the applicant, you do not need to provide another linking document.

➤ If you are signing on behalf of an applicant who is 16 years or older and unable to sign their application, there are additional requirements. See 'Protected persons (additional requirements)' on page 5 of the instructions.

EITHER of the following:

Your own tax file number (TFN)

OR

If you do not provide your TFN, you will need to provide three of your own supporting documents, one must be a primary document. See 'Acceptable proof of identity documents' on page 5 of the instructions.

➤ For more information about providing TFNs, see the Privacy note in the Declaration on page 7 of this form.

19 Are any of the supporting documents you will provide in a previous name?

No

Yes You will also need to provide one of the 'Linking documents' listed on page 6 of the instructions that shows how your name was changed.

20 Are the supporting documents you will provide in English?

No The documents will need to be translated into English and certified as a true and correct copy by an authorised translation service. Details of accredited translators and interpreters can be found at naati.com.au

Yes

! Make sure you sign the declaration on the next page.

