



# Nomination of a parliamentary representative

Use this form to nominate up to two members of parliament (usually your federal MP or Senator and the relevant Minister) as representatives to deal with the Australian Taxation Office (ATO) on your behalf or on behalf of an entity for whom you are an authorised representative.

It is important to know that:

- unless you specify otherwise, this nomination will continue until the nominee ceases to be a member of parliament or until you let us know that the nomination no longer applies
- nominating a parliamentary representative does not cancel any previous nomination
- this nomination will allow the nominated member of parliament and their staff to receive information about the taxation affairs of either:
  - yourself
  - an individual for who you are already an authorised representative
  - a non-individual entity (company, trust, partnership, superannuation fund, etc) for who you are the primary contact or an authorised representative.

## Be clear about how much authority you give

Think carefully about the extent of the authority that you are giving your parliamentary representative. We will only discuss your or the entity's tax affairs with the nominated representative according to the statement of authority on this form.

## Instructions for completing this form

- Print clearly in BLOCK LETTERS using a black or dark blue pen.
- All sections must be completed.
- Place **X** in ALL applicable boxes.
- Do not use correction fluid or covering stickers.

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## Section A: Your details

### Name

Title: Mr  Mrs  Miss  Ms  Other

Family name

First given name

Other given names

### Postal address

  

Suburb or town

State or territory

Postcode

Date of birth Day  / Month  / Year

Daytime phone number

Place X at the appropriate statement below, and provide the required information.

I authorise the parliamentary representative detailed in Section B and their staff to act on behalf of:

myself  Tax file number (TFN)

OR

an individual or entity  Provide details below

Legal name

Postal address

  

Suburb or town

State or territory

  

Postcode

   

Phone number

Australian business number (ABN)

OR

Tax file number (TFN)

**!** You are not required to provide a TFN, however, failure to provide it may result in a delay in processing this form. See 'Quoting TFNs' on page 4.

Your relationship to the individual or entity:

Tax agent

Legal representative

Authorised representative

Parent or guardian (of a minor)

Primary contact  Specify office held (Director, Treasurer, Finance Officer etc)

### Nomination details

I nominate the parliamentary representative detailed in Section B and their staff to deal with the ATO and receive information regarding the following matters. Include information about the type of tax or super your matter relates to (for example, income tax debt, super co-contribution, goods and services tax, excess contributions tax, capital gains tax, activity statement lodgment). This helps to ensure the form is allocated to the appropriate area within the ATO.

  
  
  
  

**>** You can cancel this nomination by phoning **13 28 61** (for individuals) or **13 28 66** (for businesses).

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## Section B: **Parliamentary representative details of MP or Senator**

### Parliamentary representative 1

#### Name

Title: Mr  Mrs  Miss  Ms  Other

Parliamentarian's family name

Parliamentarian's first given name

#### Member or Senator for (electorate or state)

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### Parliamentary representative 2 (if required)

#### Name

Title: Mr  Mrs  Miss  Ms  Other

Parliamentarian's family name

Parliamentarian's first given name

#### Member or Senator for (electorate or state)

## Section C: Taxpayer's declaration (to be completed when seeking assistance on your own behalf)

### Before you sign this form

Make sure you have answered all the relevant questions correctly and read the privacy statement below before you sign and date this page.

*I declare that all the information I have given on this form is true and correct.*

### Signature

You MUST sign here
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Date

Day	Month	Year
□□	□□	□□□□

### Privacy

We are authorised by the *Taxation Administration Act 1953* to ask for the information on this form. We need this information to enable us to lawfully disclose information about you to your parliamentary representative. If the information is not collected we may not be able to provide tax information about you to your parliamentary representative.

Where authorised by law to do so, we may give the information collected on this form to other government departments and agencies. These agencies could include the Australian Bureau of Statistics, Australian Federal Police, Department of Education, Skills and Employment, Services Australia, Department of Home Affairs, Department of Social Services, Department of Veterans' Affairs and the Reserve Bank of Australia. We also provide taxpayer information to treaty partners overseas under international agreements.

If you have an Australian business number, some information on this form may be collected for the purpose of the *A New Tax System (Australian Business Number Act) 1999*. This information may be used to update your details on the Australian Business Register (ABR).

Our privacy policy contains important information about your privacy, including information about how you can access and seek correction of information we hold about you, how you can make a complaint if you think we have breached the Australian Privacy Principles and how we will deal with any privacy complaints. For further information go to [ato.gov.au/privacy-policy](http://ato.gov.au/privacy-policy)

### Quoting TFNs

We are authorised by the *Taxation Administration Act 1953* to ask for tax file numbers (TFNs). You are not required by law to provide us with any TFN we have requested, however, failure to provide us with a TFN may result in a delay in processing this form. If we cannot identify a person or entity from the information you provide, we may contact you for more information.

## Agent's declaration (to be completed when seeking assistance on behalf of another individual or entity)

*I declare that:*

- *this document has been prepared in accordance with the information supplied by the individual or entity identified on this form*
- *I have received a declaration from the individual or entity stating that the information provided to me is true and correct*
- *I am authorised as a representative of the individual or entity identified on this form.*

### Signature

You MUST sign here
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Date

Day	Month	Year
□□	□□	□□□□

## Lodging this form

You can lodge this form:

- by email to [ParliamentaryServices@ato.gov.au](mailto:ParliamentaryServices@ato.gov.au) – attaching a scanned copy of the form.  
If your parliamentary representative is writing to the ATO electronically on your behalf, this form should accompany their correspondence.
- by mail to Parliamentary Services, **GPO Box 9990 in your capital city**  
If your parliamentary representative is writing to the ATO on your behalf, this form should accompany their correspondence.
- by fax to **1300 136 717**  
If your parliamentary representative is phoning the ATO on your behalf, this form should be faxed to the ATO before they call.

### Disclaimer

You should be aware that the internet is not a secure environment. The ATO does not control the path of inbound and outbound emails, so the privacy of personal information sent by email cannot be guaranteed. You should be aware of this risk if you choose email to communicate with the ATO and those communications include your personal details.

If an email looks suspicious, do not respond. Instead, forward the email to [reportemailfraud@ato.gov.au](mailto:reportemailfraud@ato.gov.au)