

Tax file number – application or enquiry for secondary school students

WHAT IS A TAX FILE NUMBER (TFN)?

A TFN is a unique number that identifies you in tax and other Government systems. No-one else has the same TFN as you – it's yours for life, even if you change your name or address.

You may need a TFN when you:

- start or change jobs
- open a bank or credit union account
- apply to Centrelink for benefits
- seek financial help to go to university
- lodge a tax return.

If you don't have a TFN you may have more tax withheld from your pay, or may not be able to receive the government benefits you're entitled to.

HOW DO I APPLY FOR A TFN?

You can apply using this form if you:

- attend a secondary school participating in our TFN program (ask your teacher if you're not sure)
- are aged 13 years or over.

❗ If neither of these apply to you, use the *Tax file number – application or enquiry for an individual* (NAT 1432) form. To order a copy and have it mailed to your address you can:

- phone us on **1300 720 092**
- visit www.ato.gov.au/onlineordering

FILLING IN THIS FORM

Follow the steps below to help you complete this application form.

Step 1: Read the instructions carefully. Talk to your parents, guardian or teacher if you need help.

Step 2: Locate the proof of identity details required for question 9:

- if you were born in Australia you will need either:
 - your Australian birth certificate, or
 - your Australian passport
- if you were born overseas, you will need either:
 - your Australian citizenship certificate, or
 - your foreign (non-Australian) passport, or
 - your Australian passport.

Step 3: Only use a black or dark blue pen to fill out the form.

Step 4: Check your details carefully before you sign and date the form.

Step 5: Return the form to your school teacher or careers adviser.



WHEN WILL I RECEIVE MY TFN?

You'll receive your TFN notification letter in the post no more than 28 days after we receive your correctly completed application from your school.

HOW DO I LOOK AFTER MY TFN?

Your TFN is one of your most important forms of identification and it's yours for life. Keep it secure to guard against identity crime.

To keep your TFN secure:

- don't provide it over the phone or internet when applying for work
- don't carry it in your purse or wallet
- don't store it in your mobile phone
- don't share it with friends
- shred or destroy documents containing your identity details
- install up-to-date anti-virus software on your computer
- only provide your identity details to trusted or reliable organisations such as your employer, bank or Centrelink.

 Visit www.ato.gov.au/identitycrime for more information.

WHAT IF I HAVE LOST MY TFN?

If you have lost your TFN, phone us on **13 28 61** between 8.00am and 6.00pm, Monday to Friday

So we know we are talking to the correct person, you will need details that only you or your authorised representative would know. This could be your bank details, address or details from one of our letters.

If you think someone else has used your TFN or it has been stolen, phone us on **1800 060 062** between 8.00am and 6.00pm, Monday to Friday.

MORE INFORMATION

If you need help completing this application or want to find out more about the school TFN program, you can:

- ask your teacher or careers adviser
- visit www.ato.gov.au/students
- phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday.

PRIVACY

We are authorised to request this information under the *Income Tax Assessment Act 1936*. We need this information to provide you with a TFN and help us administer laws relating to taxation and superannuation.

Where we are authorised to do so, we may give this information to other government agencies that administer laws relevant to your particular situation. Depending on your situation these agencies could include:

- Centrelink
- the Australian Federal Police
- the Child Support Agency
- the Department of Veterans' Affairs
- the Department of Immigration and Citizenship
- the Department of Families, Housing, Community Services and Indigenous Affairs, and
- the Department of Education, Employment and Workplace Relations.

We may check the proof of identity details provided with the agencies who issue them.

OUR COMMITMENT TO YOU

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations. If you feel that this publication does not fully cover your circumstances, or you are unsure how it applies to you, you can seek further assistance from us.

We regularly revise our publications to take account of any changes to the law, so make sure that you have the latest information. If you are unsure, you can check for a more recent version on our website at www.ato.gov.au or contact us.

This publication was current at **December 2010**.



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20241210

COMPLETING YOUR APPLICATION

To help us process your application as quickly as possible:

- refer to the Instructions to help you complete this application
- answer all the questions, otherwise we may need to contact you for further information
- print clearly, using a black or dark blue pen
- use CAPITAL LETTERS and print one letter or number in each box
- place in all applicable boxes
- do not use correction fluid or covering stickers
- if you make a mistake, correct it and sign next to it with your **full signature** (not initials)
- make sure you read the privacy statement and **sign the declaration** at the end of the form
- make sure you provide the necessary proof of identity details at question 9.

OFFICE USE ONLY											
TFN											
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
School identification											
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1 Have you ever had a TFN or applied for one before? No Yes Not sure

2 What is your full name?

Title: Mr Mrs Miss Ms Other

Family name

First given name Other given name/s (middle name/s)

3 Have you ever had another name?

No Go to question 4. Yes Provide details below.

! Do not include nicknames.

the name on your birth certificate your previous family name an anglicised name your skin name Other Provide full name below.

Title: Mr Mrs Miss Ms Other

Family name

First given name Other given name/s (middle name/s)

! If you have more names, provide details on a separate sheet of paper and include with your application. Make sure you provide full names and indicate the type of name.

4 What is your sex? Male Female

5 What is your date of birth? / /

OFFICE USE ONLY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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6 What is your postal address in Australia? (Your TFN will be sent to this address.)

For example, write your home address or your post office box.

Suburb/town/locality State/territory Postcode

7 What is your home address in Australia? This must be a street address, for example, 123 Smith St. This cannot be a post office box, RMB, RST or other delivery point address. Write 'AS ABOVE' if this is the same as your postal address at question 6.

Suburb/town/locality State/territory Postcode

8 What is your contact phone number?

Provide a phone number where we can contact you during the day or leave a message if we need more information. Do not give your school's phone number.

Yes You **must** provide your Australian birth certificate **or** Australian passport details below.

Australian birth certificate registration number

State of issue Year of registration

Australian passport number

Date of issue Day Month Year
 / /

No You **must** provide your Australian citizenship certificate **or** foreign (non-Australian) passport details below **or** Australian passport details above.

Australian citizenship certificate number (usually begins with the letters ACC or ROC)

Date of issue Day Month Year
 / /

Foreign (non-Australian) passport number

Country of nationality (cannot be Australia)

! Please make sure you have completed questions 1 to 9 and sign the declaration below.

Declaration

Read the privacy statement on page 2 of the instructions before signing this form. We may check the proof of identity details provided with the agencies who issue them.

⊖ Penalties may apply for giving false or misleading information or for the unauthorised use of a TFN.

I declare that the information given on this application is true and correct.

Signature

You **MUST SIGN** here

Date

Lodging your application

You **must** lodge your completed application with your school. They will check it and send it to us.

SCHOOL USE ONLY

Teacher's certification (this section is compulsory).

! The student must complete questions 1 to 9 and the declaration – **not** the teacher.

I hereby certify that, to the best of my knowledge, the name the applicant has given on this application is correct.

Teacher's name

Signature

Date

School name and address (if not shown on school stamp)

State/territory

Postcode

! MAKE SURE YOU ATTACH THE PRINCIPAL'S OR SCHOOL OFFICIAL'S CERTIFICATION

The Principal or a school official must certify that the information the student provided on this application corresponds with school records. Complete a certification form/tax invoice and attach it when you forward this application form or a bundle of application forms to us.