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.


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.
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.

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?  Day / Month / Year

OFFICE USE ONLY  / /

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.

City
Suburb/town/locality
State/territory
Postcode

OFFICE USE ONLY

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, PMB, RST or other delivery point address. Write ‘AS ABOVE’ if this is the same as your postal address at question 6.

City
Suburb/town/locality
State/territory
Postcode
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: __________ / __________ / __________

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: __________ / __________ / __________

Foreign (non-Australian) passport number: ____________________________
Date of issue: __________ / __________ / __________

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: ____________________________
Date: __________ / __________ / __________

You MUST SIGN here

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.