

HOW TO APPLY FOR A TAX FILE NUMBER FOR AUSTRALIAN RESIDENTS AND MINORS

The process for applying for an Australian Tax File Numbers (TFN's) has changed.

The process is now as follows:

ON LINE:

1. Go to <https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/> and follow the steps
2. Complete the online application form (click on the link shown for the form) <https://smarteform.com.au/onlineforms/ato/tax-file-number-application-or-enquiry-for-individuals/>
3. Print the summary, which will include your application reference number, and take it to your Australia Post Interview.
4. Attend an interview at a participating Australia Post outlet within 30 days of completing your online form. You'll need to take your printed summary and originals of proof of identity documents to the interview (see form for what is needed in the way of proof of identity)
5. Our nearest participating Australia Post Office is Benalla. Phone them on 5760 1141 to book your interview. Please note that a minor cannot be represented by a parent so please make sure your child is able to attend the interview with you.
6. Your application will be lodged via the Australia Post software and your TFN will be issued in a very short period of time.

UNABLE TO USE ON LINE SERVICES

1. You can apply at a Department of Human Services/Centrelink/Dept of Veteran's Affairs centre by completing a paper application form.
2. You can order an application form by phoning 1300 720 092
3. Complete the form and book an interview at your local Department of Human Services/Centrelink/Veteran's Affairs office and take your form to apply in person. Make sure you take your original copies of necessary proof of identity documentation. The form will tell you what is applicable for proof of identity.
4. OR if you are not able to attend in person you can mail your completed application form together with certified copies of your proof of identity documentation to the address listed on the form. Don't mail original documents – documents that you mail will not be returned to you.