



Handwritten changes made to this form will not be accepted. If you need to update your details, you will need to modify your existing application using your application reference number. Alternatively, you may complete a new application form.

If you have resubmitted the online form, be sure to print and bring the latest application summary to your interview.

APPLICATION SUMMARY

Application type

Agency: ATO
Transaction: TFN Application
Date of submission: 01/08/2024

Details of TFN recipient

Family name: Jones
First given name: Makaiden
Other given names: Rose

Your application for a tax file number (TFN)

This application summary, together with the matching Australia Post receipt, may be accepted as a certificate of application for a tax file number (TFN) by Centrelink. Please note that this application summary is only valid as proof of TFN application if the Australia Post receipt displaying the matching barcode is attached.

If you have indicated that you have other names and choose to use proof of identity documents in a previous name to support this application, you will need to provide an additional document that shows how the name was changed. See the heading **Additional documents** below for more information.

Lodging your application

You must print a copy of this application summary and bring it with you to one of the participating **Australia Post** retail outlets.

If you do not attend an interview at one of the participating post offices **within 28 days** from the submission date shown on this application summary your application will expire and all data will be deleted.

There is no fee for lodging a TFN application.





Signature requirements

If you are:

- 16 years old or older – you must sign your application. If you are unable to sign your application, refer to the heading **Protected persons** below.
- 13 to 15 years old – you or your parent or guardian can sign your application.
- 12 years old or under – your parent or guardian must sign the application on your behalf.

Parent or guardian

If you are a parent or guardian signing on behalf of a TFN Recipient that is **under 16 years old**, you will need to provide:

- two proof of identity documents for the TFN Recipient
- three proof of identity documents for yourself **OR** your own TFN
- a proof of eligibility document

Protected persons

If you are a parent or guardian signing on behalf of a TFN Recipient that is:

- 16 or 17 years old and unable to sign their own application, you will need to provide
 - three proof of identity documents for the TFN Recipient
 - three proof of identity documents for yourself **OR** your own TFN
 - a proof of eligibility document
 - a signed statement from a doctor explaining the circumstances
- 18 years or older and unable to sign their own application, you will need to provide
 - three proof of identity documents for the TFN Recipient
 - three proof of identity documents for yourself **OR** your own TFN
 - a proof of eligibility document which must be one of the following:
 - › Power of Attorney
 - › Letter of Authority
 - › Court order
 - › Proof of parentage / guardianship documents

Proof of identity

When you attend your interview, you must provide current original documents that prove your identity for registration purposes (proof of identity documents).

We can only accept **unaltered original** documents and not photocopies. Documents that have been corrected or changed and initialled are not acceptable.

If you don't provide sufficient proof of identity documents at your interview, your application summary will be returned to you and your application will remain incomplete.





Acceptable Proof of identity documents

If you are aged 16 years old or over

You need to provide three documents, one of which must be a primary document.

If you are under 16 years old

You need to provide two documents, one of which must be a primary document.

Primary documents

- Australian full birth certificate
- 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, or an ATM card. Your name and address on the account statement should match the details you provide on your online form (transaction lists printed off the internet and credit card statements are not acceptable)
- Australian firearm licence with your signature and/or photo matching the details you provide on your online form
- 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 online form:
 - 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 school examination certificate
- Record of achievement
- Examination report.

Proof of eligibility documents

If you are applying on behalf of the TFN recipient, you must provide a current document that proves your authority to act on their behalf (proof of eligibility document). The proof of eligibility document should include both the TFN recipient's name as well as your name. Acceptable proof of eligibility documents are:

- Australian full birth certificate
- Medicare card
- Foreign birth certificate
- Doctor's letter[#]
- Letter of Authority^{*}
- Power of Attorney^{*}
- Court order^{*}
- Proof of parentage/ guardianship documents^{*}

^{*} If the TFN recipient is 18 years or older and unable to sign their application, the parent or guardian signing the application on their behalf needs to provide one of these as their proof of eligibility document.

[#] If the TFN recipient is 16 or 17 years old and unable to sign their application, the parent or guardian signing the application on their behalf needs to provide a signed statement from a doctor explaining the circumstances.

Additional documents

If your proof of identity documents are in a previous name, you will also need to provide one of the following documents:

- Change of name by Deed Poll
- Change of name document
- Australian marriage certificate
- Foreign marriage certificate
- Australian full birth certificate showing name change history

Documents in languages other than English

If any of your documents are not in English, you must provide a written translation that an authorised translation service has certified as a true and correct copy. If you are in Australia, details of accredited translators and interpreters can be found at naati.com.au

You must show staff original documents, not photocopies. The documents must not be altered in any way – a document that has been corrected or changed and initialled is not acceptable.



If you are unable to provide all the required proof of identity and/or proof of eligibility documents, phone the ATO on **13 28 61** between 8.00am and 6.00pm, Monday to Friday.





Privacy statements and declaration

ATO privacy statement

The ATO is authorised by the Income Tax Assessment Act 1936 to request the information on this form. The ATO needs this information to update your date of birth for taxation purposes. If you do not provide this information, the ATO may not be able to process your application.

Where the ATO is authorised by law to do so, it may give the information collected on this form to other government agencies including to the:

- Australian Electoral Commission
- Australian Federal Police
- Department of Education, Employment and Workplace Relations
- Department of Families, Housing, Community Services and Indigenous Affairs
- Department of Human Services
- Department of Home Affairs
- Department of Veterans' Affairs.

The ATO may check the proof of identity information you supply with the issuing agencies.

The ATO also provides taxpayer information to treaty partners overseas under international tax agreements with many other countries. More information about these treaties is available on the ATO website at ato.gov.au. The ATO privacy policy is also available on this website and contains important information about your privacy, including information about how you can access and seek correction of information the ATO holds about you, how you may complain about a breach of the Australian Privacy Principles and how the ATO will deal with any privacy complaint. If you need to contact the ATO, visit ato.gov.au for details.

Australia Post privacy statement

Australia Post is acting as an agent for the ATO and collects your information to identify you in accordance with requirements under Australian law. Your details will be forwarded to the ATO. In order to perform this service, we may disclose your information to third party verification service providers, including the Document Verification Service. Whilst maintained by us, your personal information is handled in accordance with the Australia Post Group Privacy Policy which outlines how to access and/or correct your personal information or make a privacy related complaint. For more information please visit www.auspost.com.au/privacy.

Application declaration and consent

- I have read the privacy statements above and am aware penalties may be imposed for giving false or misleading information.
- I declare that the information given on this application is true and correct.

Need help?

For more information about TFNs, visit ato.gov.au/tfn. If you have enquiries about the TFN application process, phone the ATO on **13 28 61** between 8:00am and 6:00pm, Monday to Friday.

If you would like to make or reschedule an appointment for an interview, you may call **13 13 18** or visit auspost.com.au/ato-tfn-services.

When will I receive my TFN

You should receive your TFN within 28 days after your interview. The ATO will mail your TFN to the postal address on your application.

Your patience during the processing period is appreciated. Do not lodge another application during this time.

For more information about TFNs, visit ato.gov.au/tfn.

