



Change of name and address advice for individuals



Complete this application if you want to update your name and/or address details held by the Tax Office for income tax purposes (see 'More information' about updating your details over the phone).

WHEN COMPLETING THIS APPLICATION

- Print clearly in BLOCK LETTERS using a black or blue pen
- Answer all questions in Section A and the questions where your details have changed in Section B
- Place in ALL applicable boxes
- Do not use whiteout or covering stickers
- Sign next to any corrections with your full signature (not initials), and
- Sign the declaration at the end of the application.

WHEN COMPLETING THIS APPLICATION (ON SCREEN)

- Answer all questions in Section A and the questions where your details have changed in Section B, and
- When completed print 2 copies:
 - sign the declaration and send it to us
 - keep the other copy for your records.

You cannot save this form.

MORE INFORMATION

Did you know that you can update your name and/or address details over the phone?

- phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday

If you phone, you will need to establish your identity by providing details of three of the following items:

- your date of birth
- your business, residential, postal or email address (**maximum of one address**)
- your bank account number (BSB number not required), and/or
- details from a Tax Office generated notice (**maximum of two different notices**, for example, the sequence number from any notice of assessment issued to you).

To assist with your enquiry you may also quote your TFN. It is not an offence not to quote your TFN but quoting it reduces the risk of administrative errors that may delay the processing of your enquiry.

If you would like another person such as a friend, family member or tax practitioner to update your details on your behalf, they must be listed as an authorised contact on your account.

- you can also visit our website www.ato.gov.au for more information.

Section A: What are your current details with the Tax Office

Please complete **all** of the following items.

1 What is your tax file number (TFN)?

The Tax Office is authorised by the *Taxation Administration Act 1953* to collect your TFN. It is not an offence not to quote your TFN but not quoting it increases the risk of administrative error and may delay the processing of this application. If we cannot identify a person or organisation from the information you provide, we may contact you for more information.

2 What is your full name?

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given names

3 What is your postal address?

Print your postal address as it was when you last dealt with the Tax Office – for example, your last notice of assessment.

Suburb/town/locality

State/territory

Postcode

Country if outside Australia



4 What is your home address?

Print your home address as it was when you last dealt with the Tax Office – for example, your last notice of assessment.

This must be a street address, for example, 123 Smith St.

This cannot be a post office box number, roadside mail bag, roadside delivery or other delivery point address.

Write 'As above' if same as postal address at question 3.

Suburb/town/locality

State/territory

Postcode

Country if outside Australia

5 What is your date of birth

Day

Month

Year

Section B: What are your new details

Please complete the following questions where your details have changed.

6 What is your new full name?

This is the name that appears on all official documents or legal papers.

If you are in business (i.e. sole trader) this information will be used to update your details on the Australian Business Register (ABR) (see 'Privacy' for more information).

You may be contacted to provide further evidence of a name change.

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given names

7 What is your new postal address? (Your mail will be sent to this address).

For example, write your home address, your post office box or your tax agent's postal address.

Suburb/town/locality

State/territory


Postcode

Country if outside Australia

If you are in business and would like this address information to be updated on the ABR please indicate here:

No

Yes

 See 'Privacy' for more information.

8 What is your new home address?

This must be a street address, for example, 123 Smith St.

This cannot be a post office box number, roadside mail bag, roadside delivery or other delivery point address.

Write 'As above' if same as postal address at question 7.

Suburb/town/locality

State/territory


Postcode

Country if outside Australia

If you are in business and would like this address information to be updated on the ABR please indicate here:

No

Yes

 See 'Privacy' for more information.



Section C: Declaration

Before you sign this form

Please read the privacy statement below before signing the application.

Penalties

There are penalties for deliberately giving false and misleading information or for deliberately making a false or misleading statement. There are also penalties for the unauthorised use of a TFN.

Privacy

We are authorised by taxation laws including the *Income Tax Assessment Act 1936* and *A New Tax System (Australian Business Number) Act 1999* to ask for the information on this application.

This information will be used for the purpose of updating your name and address information for income tax purposes. Where authorised by law to do so, we may give this information to other government agencies which 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 Family, Community Services and Indigenous Affairs, and the Department of Education, Science and Training.

Where indicated on the form, information may also be used to update your entry on the ABR. Selected information on the ABR may be made publicly available and some may be passed to a wide range of other government agencies, including Commonwealth, state, territory and local government agencies who are authorised by law to receive it. You can obtain further information, including a full list of agencies regularly receiving information from the ABR at www.abr.gov.au or you can phone us on **13 28 66** between 8.00am and 6.00pm, Monday to Friday.

We may check proof of identity information supplied with the issuing agencies.

Name of signatory

Daytime phone number

Mobile phone number

Email address

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

Signature

Date

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Lodging your application

Keep a copy of this completed application for your own records and return the original to:

Australian Taxation Office
PO Box 3373
PENRITH NSW 2740

