



# Change of details for individuals

**!** The fastest way to update your details is over the phone. See 'More information' below.

Alternatively, you can also use this form if you want to:

- update your name, address and contact details held by the ATO for taxation purposes
- nominate another person (your representative) to deal with us on your behalf and receive information about your taxation affairs.

It can take up to 28 days to update your records after we receive the paper form.

**!** Only you can nominate a representative to deal with us on your behalf and receive information about your taxation affairs. If you are not nominating a representative on this form, you or a person currently on our records as having authority to update these details can complete and sign this form.

## WHEN COMPLETING THIS FORM

- Print clearly in BLOCK LETTERS using a black or dark blue pen only.
- You must complete Sections A, C and E and the questions where your details have changed in Section B. If you are nominating a representative you will also need to complete Section D.
- Place  in the applicable boxes.
- Do not use correction fluid or covering stickers.
- Sign next to any corrections with your **full signature** (not initials).
- **Sign and date the declaration at the end of the form.**

## WHEN COMPLETING THIS FORM (ON SCREEN)

- You must complete Sections A, C and E and the questions where your details have changed in Section B. If you are nominating a representative you will also need to complete Section D.
- When completed, print two copies:
  - **sign and date the declaration** and send the form to us
  - keep the other copy for your records.

**!** You cannot save this form.

## MORE INFORMATION

- 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 that are currently on our records:

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

To help with your enquiry you may also quote your tax file number (TFN). See 'Quoting TFNs' on page 1.

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

## Section A: Your current details with the ATO

This section is compulsory. You must complete questions 2 to 5.

### 1 What is your tax file number (TFN)?

#### **!** QUOTING TFNS

We are authorised by the *Taxation Administration Act 1953* to ask for tax file numbers. You are not required by law to provide us with any TFN we have requested, however, failure to provide us with a TFN may result in a delay in processing this form. If we cannot identify a person 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 name/s

**3 What is your postal address?**

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

  

Suburb/town/locality

State/territory

Postcode

Country if other than Australia

**4 What is your home address?**

Print your home address as it was when you last dealt with the ATO – for example, on 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 other than Australia

**5 What is your date of birth?**

Day                      Month                      Year

/  /

## Section B: Do you want to change your name or address details?

No  Go to Section C.

Yes  Complete this section.

 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 (that is, a sole trader) this information will be used to update your details on the Australian Business Register. See 'Privacy' on page 6 for more information.

Title: Mr  Mrs  Miss  Ms  Other

Family name

First given name

Other given name/s

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

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

  

Suburb/town/locality

State/territory

Postcode

Country if other than Australia

**If you are in business, would you like this address information to be updated on the Australian Business Register?**

(This is the address where government departments and agencies will send notices and correspondence.)

No

Yes  See 'Privacy' on page 6 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 other than Australia

**If you are in business, would you like this home address information to be updated on the Australian Business Register as your business address?**

No

Yes  See 'Privacy' on page 6 for more information.

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## Section C: Phone and email contact details

This section is compulsory.

### 9 Where can we contact you or leave a message if we need more information?

 A contact number must be provided.

Daytime phone number

Mobile phone number

After hours phone number

Email address

Do you want these details updated on our records? No  Yes

If you are in business, would you like these contact details to be updated on the Australian Business Register?

No

Yes  See 'Privacy' on page 6 for more information.

## Section D: Do you want to nominate a representative?

No  Go to Section E.      Yes  Complete this section.

Complete this section to nominate a representative to deal with us on your behalf and receive information about your taxation affairs.

It is important to know that:

- nominating a representative does not cancel any previous nomination
- any nomination will continue indefinitely until you let us know it no longer applies.

Think carefully about the extent of the authority you are giving. We will only discuss your taxation affairs with your representative according to your statement of authority on this form.

**!** If you are appointing a professional (such as a registered tax or BAS agent, barrister or solicitor) as your representative you cannot use this form. Visit [www.ato.gov.au](http://www.ato.gov.au) or phone us for more information.

### 10 Who is your representative?

Title: Mr  Mrs  Miss  Ms  Other

Family name

First given name

Other given name/s

Daytime phone number

### 11 Indicate which matters you nominate the representative to deal with on your behalf.

(Place  in ONE box only.)

To deal with the ATO and receive information concerning **all** of my taxation affairs.

**OR**

To deal with the ATO concerning the following specific matter(s):


**!** This nomination will continue indefinitely until you phone and let us know you no longer want your representative to act on your behalf. See 'More information' on page 1.

# Section E: Declaration

This section is compulsory.

**!** If you are nominating a representative in Section D, only you can sign this declaration. If you have not completed Section D, only you or a person currently on our records as having authority to update these details can sign this declaration. If you would like another person to update your details on your behalf, they must already be listed on our records.

## 12 Who is the authorised person signing this declaration? (Complete all of the fields below.)

Full name of signatory

Daytime phone number

Mobile phone number

Email address

### Before you sign this form

Make sure you have answered all the relevant questions correctly and read the privacy statement below before you sign and date this page. An incomplete form may delay processing and we may ask you to complete a new form.

**⊖** Penalties may be imposed for giving false or misleading information.

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

**OR**

*I declare that:*

- *this document has been prepared in accordance with information supplied by the individual*
- *I have received a declaration from the individual authorising me to complete this form and stating that the information provided to me is true and correct.*

### Signature

**You MUST SIGN here**

Date

Day                      Month                      Year  
  /   /

### Privacy

We are authorised by the *Income Tax Assessment Act 1936*, *A New Tax System (Australian Business Number) Act 1999* and the *Superannuation (Unclaimed Money and Lost Members) Act 1999* to ask for the information on this form.

This information will be used for the purpose of updating your name, address and contact information for taxation purposes. Where you have nominated a representative, we will also use this information to enable us to deal with your representative about your taxation affairs on your behalf.

Where authorised by law to do so, we may give this information to other government agencies. These agencies could include:

- Centrelink
- Australian Federal Police
- Child Support Agency
- Department of Veterans' Affairs
- Department of Immigration and Citizenship

- Department of Families, Housing, Community Services and Indigenous Affairs
- Department of Education, Employment and Workplace Relations.

We may also give this information to superannuation funds for the purpose of reuniting lost members with their superannuation accounts.

Where indicated on the form, information may also be used to update your entry on the Australian Business Register (ABR). Selected information on the ABR may be made publicly available and some information may be passed to a wide range of other government agencies, including Commonwealth, state, territory and local government agencies 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](http://www.abr.gov.au)

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

# Lodging this form

Make a copy of this form for your own records before you mail it to:

**Australian Taxation Office**  
PO Box 3373  
PENRITH NSW 2740

**!** We will aim to process this form within 28 days of receiving all the necessary information. If your form is incomplete, incorrect or needs checking, it may take longer. Do not lodge another form during this time.

## Helpful information (DO NOT SEND THIS PAGE TO THE ATO)

### ATO FORMS LODGED BY YOUR REPRESENTATIVE

Your representative can only lodge certain ATO forms on your behalf, such as your income tax return, if you have given them a declaration for this purpose. If you make a declaration, your representative should hold the original and you should keep a copy.

Below is a **sample declaration** that you may use.

**!** You **do not** need to send this page or this declaration to the ATO.

### Declaration under Section 388-65 of Schedule 1 to the *Taxation Administration Act 1953*

I

hereby authorise

to give to the Commissioner of Taxation my

for the period ended <sup>Day</sup> / <sup>Month</sup> / <sup>Year</sup>.

*I declare that the information I have provided to*

*for this purpose is true and correct.*

### Signature

### Date

<sup>Day</sup> / <sup>Month</sup> / <sup>Year</sup>

**!** Remember you are still responsible for the accuracy of information you give us, even if someone else, including a registered agent, helps you to prepare a tax return or other tax document.

