



# Application to register a PAYG withholding account

## WHO SHOULD COMPLETE THIS FORM

Complete this form if you do not have an ABN and you:

- employ people (for example, nannies, housekeepers or gardeners providing domestic-type services, or carers who provide caring services) to work directly for you – that is, not through an agency which supplies and pays these people
- withhold an amount from a payment to a supplier who has not quoted their ABN
- pay royalties, dividends or interest to non-residents
- report investment income paid to Australian residents.

**!** Do **not** use this form if you have an ABN.

If you have an ABN, you can register for PAYG withholding:

- through the [Business Portal](#) using an AUSKey. For more information about AUSKey, refer to [Online Services](#).
- by phoning **13 28 66** between 8.00am and 6.00pm, Monday to Friday
- through a registered tax or BAS agent.

## WHEN COMPLETING THIS FORM

If you are filling in this form on screen:

- download a copy of this form to your computer
- when complete, print two copies
- sign and date the declaration
- mail or fax your completed form to the address shown on page 5
- keep the second copy for your records.

If you are filling in this form by hand:

- print clearly in BLOCK LETTERS using a black or dark blue pen
- place **X** in **all** applicable boxes
- do not use correction fluid or covering stickers
- check you have signed and dated the declaration
- make a copy for your records
- mail or fax your completed form to the address shown on page 5.

## ➤ MORE INFORMATION

Phone us on **13 28 66** between 8.00am and 6.00pm, Monday to Friday, if you need help completing this form.

If you phone, we need to know we are talking to the right person before we can discuss your tax affairs. We will ask you for details only you or someone you've authorised would know. An authorised person is someone recorded on our systems who can act on your behalf.

Refer to [PAYG withholding](#) to access further information about:

- No ABN withholding – questions and answers
- Step-by-step guide for household employees
- PAYG withholding from interest, dividends and royalties to non-residents
- Reporting withholding from investment income payments.

## Section A: Applicant information

### 1 Do you have a tax file number (TFN)?

**!** We are authorised by the *Taxation Administration Act 1953* to request tax file numbers (TFNs). We will use your TFN to identify you in our records. It is not an offence not to provide TFNs. However, if you do not provide your TFN, there may be a delay in processing this form.

No  Have you applied for a TFN? No  Proof of identity will be required. See below.

Yes  Date   /   /

Yes  Provide your TFN here

If you are an individual and have **not** applied for a TFN, or choose not to disclose it, you must provide a separate sheet of paper quoting your full name, date of birth, sex and residential address, and include with this application.

If you are not an individual and have not applied for a TFN, or choose not to disclose it, we will contact you about proof of identity requirements when we receive your application.

### 2 What is your legal name?

Your legal name is the name that appears on all official documents or legal papers – for example, MR JOHN DAVID SMITH (Individual); or JOHN DAVID SMITH PTY LTD (Non-individual).


## Section B: Address details

### 3 What is your main business or residential address?

This must be a street address – for example, 123 Smith Street. It cannot be a post office box number, roadside mail bag, roadside delivery or other delivery point, but it can be a home address if the entity operates a home-based business.


Suburb/town/locality

State/territory

Postcode

### 4 Is your postal address different from your business or residential address?

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

No  Go to question 5.

Yes  Provide your postal address below.


Suburb/town/locality

State/territory

Postcode

## Section C: Contact details

### 5 What are your contact details?

Provide all details where you can. We may use these details to contact you and send notices and correspondence about your taxation affairs.

Business hours phone number

(include area code)

Mobile number

After hours phone number

Fax number

Email address (use BLOCK LETTERS)

### 6 Do you want to nominate an authorised contact person?

No  Go to question 8.

Yes  Provide details of a person we may contact for more information. They must be authorised to make changes or update information on your behalf – for example, a registered tax agent.

 For more information about what an authorised contact can do, refer to [Primary contacts and authorised contacts](#).

Name

Title: Mr  Mrs  Miss  Ms  Other

Family name

First given name

Other given names

Position held

Business hours phone number

(include area code)

Mobile number

After hours phone number

Fax number

Email address (use BLOCK LETTERS)

### 7 Is your authorised contact person a registered tax or BAS agent?


No

Yes  Provide their registration number

## Section D: Registration information

### 8 When do you expect to commence withholding?

This is the day on which you are first expected to withhold an amount from a payment – it can be up to six months in the future. However, we will not process your application until the date you nominate.

 If you backdate your PAYG withholding registration, you may be liable for general interest charge on amounts withheld.

Day / Month / Year  
  /   /



## Section F: Declaration

**!** Only you or a person currently on our records as having authority to act on your behalf can sign this declaration. For more information, refer to [Primary contacts and authorised contacts](#).

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

Full name of signatory

Position held (for example, director, registered tax or BAS agent, trustee or partner)

Business hours phone number  
(include area code)

Mobile phone number

Registered tax or BAS agent's number (if applicable)

### 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 application.

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

### Privacy

Taxation law authorises the ATO to collect information and disclose it to other government agencies. For information about your privacy, go to [ato.gov.au/privacy](http://ato.gov.au/privacy)

I declare that:

- I am authorised to make this application, and
- the information given on this form is true and correct.

Signature

**You MUST SIGN here**

Date

Day                      Month                      Year  
 /  /

## Lodging this form

Make a copy of this form and any attachments for your own records before you:

- send it as an attachment using the Business, Tax Agent or BAS Agent portals (you need to be registered to deal online – refer to [Online Services](#))
- fax it, with any attachments, to **1300 130 905** (do not include a header or cover sheet because this will delay processing)
- mail it to

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

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