



Nomination of a representative

! The fastest way to nominate a representative is over the phone. See 'More information' below.

Alternatively, you can use this paper form to nominate a representative to deal with the ATO on your behalf and receive information about your taxation affairs. It can take up to 28 days to update our records after we receive the paper form.

It is important to know that:

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

You will need to phone us if you no longer want a nominated representative to act on your behalf. See 'More information'.

! When your representative makes enquiries on your behalf, they will be expected to verify their own identity as well as yours before discussing your taxation affairs. We cannot discuss your affairs with your representative unless your nomination has been recorded by us.

! 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 or phone us for more information.

Be clear about how much authority you give

Think carefully about the extent of the authority you are giving. The ATO will only discuss your taxation affairs with your representative according to your statement of authority on 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 3.

INSTRUCTIONS FOR COMPLETING THIS FORM

- Print clearly in BLOCK LETTERS using a black or dark blue pen.
- Place in all applicable boxes.
- Do not use correction fluid or covering stickers.

Section A: Client details

Details of yourself, the client who is nominating a representative:

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given names

Address

Suburb/town

State/territory

Postcode

Date of birth Day / Month / Year

Daytime phone number

Tax file number (TFN)

➤ You are not required to provide a TFN, however, failure to provide it may result in a delay in processing this form. See 'Quoting TFNs' on page 3.

Section B: Representative details

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given names

Daytime phone number

Place an 'X' at the appropriate statement below.

I nominate my representative to deal with the ATO and receive information:

concerning all of my taxation affairs

or

concerning the following specific matter(s):

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

Section C: Declaration

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.

❗ You, the client who is nominating a representative, must sign the declaration.

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

Signature

You MUST SIGN here

Date

Day			/	Month			/	Year				
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Privacy

We are authorised by the *Taxation Administration Act 1953* to ask for the information requested within this form. We need this information to enable us to deal with and disclose information to 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, the Australian Federal Police, the Child Support Agency, the Department of Veterans' Affairs, the Department of Immigration and Citizenship, the Department of Families, Housing, Community Services and Indigenous Affairs and the Department of Education, Employment and Workplace Relations.

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.

Lodging this form

Make a copy of this form for your own records before you either:

- fax to **1300 130 917**. Do not include a header or cover sheet as this will delay processing
- 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 ^{Day} / ^{Month} / ^{Year}.

I declare that the information I have provided to

for this purpose is true and correct.

Signature

Date

^{Day} / ^{Month} / ^{Year}



! 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.