Australian Government
Australian Taxation Office

Change of details for individuals

You can update your name, address and contact details online. You can also nominate a representative. You can login or register for online services from **ato.gov.au/online**

If you are unable to update your details online then you may be able to update your details over the phone. See **Find out more** below.

Alternatively, you can 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

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.

If you are filling in this form on screen:

- when completed, print two copies
- sign and date the declaration
- mail your completed form to the address shown on page 7
- 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 only
- place **X** 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
- make a copy for your records
- mail your completed form to the address shown on page 7.

Find out more

- Phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday.
  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.
  To help with your enquiry you may also quote your tax file number (TFN). See **Quoting TFNs** on page 1.
- Visit **ato.gov.au**

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 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.

2 What is your full name?

Provide your name as it was when you last dealt with the ATO.

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

Family name

First given name

Other given names

3 What is your postal address?

Provide 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 (Australia only)

Postcode (Australia only)

Country if other than Australia

4 What is your home address?

Provide 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 (Australia only)

Postcode (Australia only)

Country if other than Australia

5 What is your date of birth?

Day / Month / Year

Sensitive (when completed)

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 also be used to update your details on the Australian Business Register.

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Family name

First given name

Other given names

You must provide **one** of the following identity documents to support your change of name. It needs to be a certified copy. Certified copies of documents you mail to us may not be returned to you. We may check the supporting documents you supply with the agencies that issued them.

Supporting documents

- Australian full birth certificate (not an extract)
- Australian change of name certificate
- Australian marriage certificate.

If you are a foreign resident and cannot provide one of the documents listed above, you can provide a certified copy of one of the following documents:

- National photo identification card
- Foreign passport
- Foreign birth certificate
- Foreign marriage certificate
- Foreign government identification
- Foreign drivers licence.

For more information on certified copies of documents, refer to:

- Copies of documents – applicants within Australia
- Copies of documents – applicants outside Australia

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 (Australia only)

Postcode (Australia only)

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 ☐

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 (Australia only)

Postcode (Australia only)

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**

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**

Sensitive (when completed)

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 (authorised contact) to deal with us on your behalf and receive information about your taxation affairs.

It is important to know that:

- nominating a representative (authorised contact) 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 **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 names

Daytime phone number

Mobile phone number

After hours phone number

Email address

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

(Place **X** 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 **Find out more** on page 1.

Section E: **Declaration**

This section is compulsory.

If you are nominating a representative (authorised contact) 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

After hours 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

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy go to **ato.gov.au/privacy**

We may check the supporting documents you supply with the agencies that issued them.

Lodging this form

Keep a copy of this form for your records. Send the form and your supporting documents (if applicable) to us at:

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.

Print form **Reset form**