



Notice of appointment of a representative

Use of this form allows you (the client) to notify the Tax Office that you have appointed another person as your representative for the purpose of dealing with us concerning your taxation affairs.

Both you and your representative must sign this form.

When your representative makes enquiries on your behalf, they will be expected to verify their own identity as well as yours before any discussion of your affairs can begin. No discussion of your affairs can take place unless authority to do so has been recorded on the Tax Office's computer system.

If an authorised representative does not have your TFN and needs to obtain it, they will be expected to provide full proof of identity documentation for you, in addition to verifying their own identity. Suitable forms of identity documentation are listed on the *TFN application form* (NAT 1432). They will need one category A and two category B documents.

Privacy information

The Tax Office is authorised by the *Income Tax Assessment Act 1936*, and the *Taxation Administration Act 1953* to ask you for the information on this form. We need this information to help us administer the taxation laws. It is not an offence for you or your representative not to quote a tax file number (TFN). However, if a TFN is not quoted, this could cause you delays or inconvenience. The TFN helps the Tax Office to correctly locate and identify your tax records. It can also simplify the process of establishing the identity of your representative. We may give this information to other government agencies as authorised by taxation law - for example, to benefit payment agencies such as Centrelink and the Department of Family and Community Services, law enforcement agencies such as the National Crime Authority, and other agencies such as the Child Support Agency and the Australian Bureau of Statistics.

Section A: Client details

Details of yourself, the client who has appointed a representative:

I Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given name(s)

of Home address:

Suburb or town State/territory Postcode

Date of birth: Day / Month / Year

Telephone number: (if available)

Tax file number: (See privacy information at the top of this form)

Notify the Australian Taxation Office that I have appointed:

Section B: Representative details

Details of your representative:

Title: Mr Mrs Miss Ms Other

Family name
MILES

First given name
GAIL

Other given name(s)

of Home address

PO BOX 3024
Suburb or town BANGOR State/territory NSW Postcode 2234

Date of birth: Day 01 / Month 10 / Year 1963

Tax file number: (Optional, see privacy information at the top of this form)

to (Place 'X' in appropriate box)

make enquiries with the Tax Office concerning all of my taxation affairs.

or

deal with the Tax Office about the following specific matter:

PAYEE WITHHOLDER NUMBER
INSTALMENT ACTIVITY STATEMENT
WITHHOLDING TAX

This authority is to extend (Place 'X' in appropriate box)

from today's date until Day / Month / Year

or

until further notice

ⓘ Indicating 'until further notice' will allow this authorisation to endure for an indefinite period. You can, however, withdraw it at any time by phoning 13 28 61 or by writing to us at: PO Box 9990 in your capital city.

Signed

Client's signature

Representative's signature

Date of signing Day / Month / Year

Date of signing Day / Month / Year

ⓘ Please Note:

Under the terms of the *Taxation Administration Act 1953*, if you want your representative to lodge certain ATO forms on your behalf, you must give him/her a declaration for the purpose. This measure applies to several important Tax Office forms, one of which is the Income Tax Return. The declaration below is suitable for the purpose of your representative lodging an Income Tax Return form. You may use a photocopy of this page or make your declaration on a separate sheet. If a declaration such as this is made, your representative should hold the original and you should keep a copy.

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

I

hereby authorise

to prepare, sign and lodge my Taxation Return for the year ended 30th June , using the approved form, and to give this return to the Commissioner for Taxation.

I further declare that the information I have provided to for this purpose is true and correct.

Signed

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

➤ Fax your completed form to us on 1300 130 917.