

Apply for Australian Business Number - Application Detail

For taxation purposes which type of entity is the applicant? Individual (Sole Trader)

Does the applicant currently have an Australian Business Number (ABN) or previously had an ABN? No

If you answered yes to the question above, what is the Australian Business Number (ABN) currently or previously held by the applicant:

Not quoting your ABN may delay the registration process. You can search for your current or previous ABN using [ABN lookup](#).

Does the applicant wish to apply for an Australian Business Number (ABN)? Yes

Does the applicant have a Tax File Number? Yes

Does the applicant wish to apply for a Tax File Number? No

Does the applicant wish to apply for Goods and Services Tax? No

Does the applicant want to register for fuel tax credits? No

Is the applicant required to register for Pay As You Go (PAYG) Withholding? No

Description of your business activity

Are you applying for an ABN to conduct any of the following business activities? Select the option that best relates to the business activity you are engaged in. If more than one activity applies to your situation, you should tick the box/button that relates to the main activity that you will be using the ABN for.

Other

Establishing an enterprise

To be entitled to an ABN you must be carrying on an enterprise in Australia.

An enterprise, among other things, is an activity or series of activities done in the form of a business. Your enterprise, if it is in the form of a business, must have:

- Undertaken sufficient activities to establish an enterprise or business OR
- Commenced trading as an enterprise or business.

An intention to operate a business is not sufficient to be seen as establishing an enterprise; you must have taken appropriate steps that show a commitment to starting a business. More information regarding the activities that are consistent with establishing an enterprise can be found in [Miscellaneous Taxation Ruling 2006/1](#).

Otherwise, to be entitled to an ABN you must have undertaken sufficient activities to establish an enterprise. Activities done in the course of starting your enterprise are considered when determining whether your activities amount to an enterprise.

Examples of activities that are generally conducted to establish an enterprise include:

- Completed a business plan and/or financial plan
- Applied for finance
- Leased/purchased premises or equipment for the business
- Obtained any relevant licenses to operate
- Registered a patent/copyright
- Registered a business name
- Advertised your business or developed a website
- Recruited staff
- Signed a contract or registered with an organisation (excluding labour hire firms) to provide services
- Issued an invoice

Have you:

- **Undertaken activities in establishing your enterprise OR**
- **Started trading as an enterprise/business?** Yes

Working as a Contractor

Are you applying for an ABN to operate as a contractor? Yes

Working as a contractor (1)

Will your work agreement allow you to pay another person to perform work on your behalf? YES NO

Will you be responsible for providing heavy machinery to undertake your business activity? YES NO

NEXT

Working as a contractor (2)

Will the payments you receive be based on a quoted price that you provide to persons making use of your services? Yes

Will you be responsible for the cost of rectifying any defect in the work you perform? Yes

Apply for Australian Business Number - Taxation Information

Is the applicant a resident of Australia for tax purposes? YES

Does the applicant want to register or be endorsed for any of the following? (See field help for important information) NO Fringe Benefits Tax NO Luxury Wine Tax NO Wine Equalisation Tax

If the applicant uses, or intends to use the services of a tax agent, what is the tax agent's registration number?

You may find this number on the applicant's last tax return. If you can not find this number, leave this field blank.

Entity Type: Individual/Sole Trader

Apply for Australian Business Number - Applicant Information

**What is the Individual/Sole Trader's name?
(See field help for important information)**

Title:

First Given Name:

Other Given Names:

Family Name:

Date of Birth:

Sex:

What is the Individual/Sole Trader's trading name?

Trading name is the name the Individual/Sole Trader trades under, or that is known by suppliers or customers. It may be different from the Individual/Sole Trader's legal name. It may be the trading name the Individual/Sole Trader has registered with other government departments. If the trading name is the same as the legal name, leave this question blank. **Do not use 'As Above'**.

**What is the Individual/Sole Trader's Tax File
Number? ### # ## # ##**

You are not required by law to quote a TFN but not quoting it may increase the risk of administrative error or delay this registration.

Apply for Australian Business Number - Address Details

**Where is the Individual/Sole Trader's main business
location/address?**

This must be a street address, eg 123 Smith Street, Smithfield and not a post office box number or other delivery point address. This can be your home address if you operate a home based business.

Address

Suburb/Town/Locality:

State/Territory:

Postcode:

Country:

What is the Individual/Sole Trader's postal address for service of

notices and correspondence?

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

Address:

Suburb/Town/Locality:

State/Territory:

Postcode:

Country:

What is the Individual/Sole Trader's e-mail address for service of notices and correspondence?

Apply for Australian Business Number - Contact Details

This person will be able to make changes to the Individual/Sole Trader's ABN record

Who is the authorised contact person for the Individual/Sole Trader ?
Provide details of a person who maybe contacted for further information.

Title:

Preferred Name:

Family Name:

Position Held: Individual/Sole Trader

Contact Telephone Numbers

	Area Code	Number
--	------------------	---------------

Business:

After Hours:

Facsimile:

Mobile Number:

Email Address: @

Preferred Language: English

If other then please specify:

Apply for Australian Business Number - Reason For Application

Is this your first time self employed as a contractor/sub-contractor in Australia? No Yes

**Why is the Individual/Sole Trader applying for an ABN?
Please select the reason that best describes why the Individual/Sole Trader is applying for an ABN.**

Contractor/Sub-contractor

Apply for Australian Business Number - Business Activity Details

From what date does the Individual/Sole Trader require its ABN? Today's date dd/mm/yyyy

Important: This date cannot be more than 6 months in the future. If the date provided is a date in the future, the ABN will not be issued until that date.

If you intend for this business activity to be less than 3 months, on what date do you expect to cease activity?

If you register for GST, you will be required to complete business activity statements monthly.

Does the Individual/Sole Trader have more than one business location in Australia? No

In which States or Territories does the Individual/Sole Trader have business locations?

No	New South Wales	No	Western Australia	No	Queensland	No	Tasmania	No	Northern Territory
No	Victoria	No	South Australia	No	Australian Capital				

Territory

What is the main Industry in which the Individual/Sole Trader operates? Education and Training

Describe the main activity from which the Individual/Sole Trader derives the majority of its business Income. Tutoring

Also describe the main goods produced or the main services provided by the Individual/Sole Trader. See Field Help for examples.

Does the Individual/Sole Trader operate an agricultural property? No

Declaration

Privacy:

We are authorised by taxation laws, including the Income Tax Assessment Act 1936, A New Tax System (Australian Business Number) Act 1999, A New Tax System (Goods and Services Tax) Act 1999 and the Taxation Administration Act 1953 to collect the information requested on this form. We need this information to help us administer these Acts and to help us maintain the details relating to you that are recorded in the Australian Business Register (ABR) and other ATO systems.

Where authorised by taxation laws to do so, we may give this information to other Commonwealth, State, Territory and local government agencies. You can find a list of these agencies on the internet [here](#).

Selected ABR information is available to the public. Further details can be found on the internet [here](#).

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 entity
- I have received a declaration in writing from the entity stating that the information is true and correct

- I am authorised by the entity to give this document to the Commissioner and/or Registrar

Name:

Position Held:

For example Sole trader, Tax Agent.

Date of Declaration:

Penalties may be imposed for giving false or misleading information.

We estimate this application should take you 40 minutes to complete. If it took more or less, minutes please provide the time taken here.

Please do not send this printed form to the Australian Business Registry, Australian Taxation Office. Application Reference Number is: #####

Confirmation

Application Reference Number : #####

Your application has been submitted. Please keep a record of the application reference number above as you may need to quote it if you contact the Australian Taxation Office about your ABN application.

Further checks must be undertaken before an ABN can be allocated and the ATO may contact you in this regard.
The service standard as outlined in the Taxpayer Charter for the issue of an ABN is 28 days.

If you have any queries about your application, please contact the *Business Tax Enquiries Line* on **13 28 66** between 8.00am and 6.00pm.