

Section B: Do you want to change the entity's name?

No Go to section C

Yes Complete this section

The entity's name is the name that appears on all official documents or legal papers. It may be different from the name that the entity trades under.

You may be contacted to provide documentary evidence of a name change. Entities may provide evidence such as a change of name certificate from the Australian Securities and Investments Commission. Individuals or sole traders may provide evidence such as a certificate of marriage from the Registry of Births, Deaths and Marriages.

5 What is the entity's new name?

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Section C: Do you want to update the entity's trading name?

No Go to section D

Yes Complete this section

The entity's trading name is the name that it trades under, or is known as by suppliers or customers. It may be the name that is used in advertising and on business cards.

❗ If you want to change your existing trading name, provide the new trading name at question 6 and the old trading name at question 7.

6 Do you want to add a trading name?

No

Yes What trading name do you want to add?

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❗ If you want to add more than one trading name, please provide the details on a separate sheet of paper.

7 Do you want to remove a trading name?

No Go to section D

Yes What trading name do you want to remove?

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❗ If you want to remove more than one trading name, please provide the details on a separate sheet of paper.



Section D: Do you want to update the entity's address details?

No Go to section E

Yes Complete this section

8 Where is the entity's new main business location or address?

This must be a street address, for example, 123 Smith St.

This must not be a post office box, roadside mail bag, roadside delivery or other delivery point address.

This can be a home address if the entity operates a home-based business.

Suburb/town/locality		State/territory	Postal code
Country if outside Australia		Leave blank if outside Australia	

9 What is the entity's new postal address?

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

As above If the entity's new postal address is the same as the new main business address, cross this box.

Suburb/town/locality		State/territory	Postal code
Country if outside Australia		Leave blank if outside Australia	

10 What is the entity's new email address?

Please use BLOCK LETTERS and print one character per box. Provide only ONE email address.



Section E: Do you want to update the entity's contact person?

No Go to section F

Yes Complete this section

11 Who is the new authorised contact person for the entity?

Provide details of a person who is authorised to make changes or update information on behalf of the entity, for example a tax agent.

Title: Mr Mrs Miss Ms Other

Family name

Preferred name

Position held

Business hours phone number (a contact number MUST be provided)

Mobile phone number

After hours phone number

Fax number

Preferred language, if other than English. We may not be able to speak to the contact person in their preferred language.

12 Indicate which matters the new contact person has been authorised to deal with on behalf of the entity.

(Place in all the boxes that apply)

ABN

GST

Fuel tax credit

PAYG withholding

Income tax

Luxury car tax

Fringe benefits tax

Wine equalisation tax

13 Do you want to add more than one authorised contact person?

No

Yes Provide details of the additional contact people and the matters they are authorised to deal with on a separate sheet of paper.

14 Do you want to remove an authorised contact person?

No Go to section F

Yes Provide details of the authorised contact to be removed.

Title: Mr Mrs Miss Ms Other

Family name

Preferred name

15 Do you want to remove more than one authorised contact person?

No Go to section F

Yes Provide details of the authorised contact people you want to remove on a separate sheet of paper.

Section F: Do you want to update the entity's associate details?

No Go to section G

Yes Complete this section

Tax file number disclosure

You are not required by law to quote a tax file number, but not quoting it increases the risk of administrative error and may delay this change. If we cannot identify an associate from the information you provide, you may be contacted for more information.

If an individual who is a public officer, director, office bearer, partner or trustee chooses not to disclose their tax file number, they must enclose their residential address with this form. Similarly, if an entity other than an individual chooses not to disclose its tax file number, it must enclose its business address, the date it commenced, registered or became incorporated and, if applicable, its ACN or ARBN with this form.

16 Do you want to add a new associate?

You can have multiple trustees, directors and office bearers, but only one public officer.

No Go to section G

Yes Provide the new associate's details

Position held:

Trustee If the trustee is a company, go to question 17. If the trustee is not a company, provide their details below.

Public officer

Director

Partner

Office bearer of a club/association

Provide their details below.

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given names

Tax file number (refer to the above disclosure)

Date of birth: Day / Month / Year Sex: Male Female

17 Is the new associate a trustee company?

No

Yes Provide the trustee company details

Trustee company name

ABN

ACN/ARBN

18 Do you want to add more than one associate?

No Go to section G

Yes Provide details of the additional associates on a separate sheet of paper.

Section G: Do you want to update the entity's business activity details?

No Go to section H Yes Complete this section

19 What is the new main industry that the entity operates in? (Place in ONE box only)

Agriculture <input type="checkbox"/>	Construction <input type="checkbox"/>	Financial and insurance services <input type="checkbox"/>	Health care and social assistance <input type="checkbox"/>
Forestry <input type="checkbox"/>	Wholesale trade <input type="checkbox"/>	Rental, hiring and real estate services <input type="checkbox"/>	Arts and recreation services <input type="checkbox"/>
Fishing (including aquaculture) <input type="checkbox"/>	Retail trade <input type="checkbox"/>	Professional, scientific and technical services <input type="checkbox"/>	Other services <input type="checkbox"/>
Mining <input type="checkbox"/>	Accommodation and food services <input type="checkbox"/>	Administrative and support services <input type="checkbox"/>	
Manufacturing <input type="checkbox"/>	Transport, postal and warehousing <input type="checkbox"/>	Public administration and safety <input type="checkbox"/>	
Electricity, gas, water and waste <input type="checkbox"/>	Information media and telecommunications <input type="checkbox"/>	Education and training <input type="checkbox"/>	

20 Describe the new main activity from which the entity derives the majority of its business income.

Also describe the main goods produced or the main services provided by the entity.

Section H: Do you want to update the entity's financial institution account details?

No Go to section I Yes Complete this section

21 What are the entity's financial institution account details for Tax Office refunds?

Refunds will only be paid directly into a recognised financial institution account located in Australia. The account details provided must be held by

- the entity (solely or jointly)
- the entity's registered tax agent, or
- a legal practitioner acting as trustee or executor for the entity.

BSB code (please include all 6 numbers)

Account number

Full account name

Is the account held by: the entity

the entity jointly with others

a tax agent for the entity

a legal practitioner as trustee or executor for the entity

If the account you wish to nominate for refunds is not one of the four complying account options presented above, you can request the Commissioner of Taxation to exercise his discretion to pay electronic funds into the account of a third party. For more information phone **13 28 66** between 8.00am and 6.00pm, Monday to Friday.

