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## Change of name and address advice for individuals

- Please print neatly in block letters using a black or blue pen only.
- Do not use correction fluid or tape.

Print one letter or number in each box.

## **Privacy**

The Australian Taxation Office is authorised by the *Income Tax Assessment Act 1997*, the *Income Tax Assessment Act 1936* and the *Taxation Administration Act 1953* to ask for information on this form. We need this information to help us administer the taxation laws.

We may give this information to other government agencies authorised by law to receive it — for example, Commonwealth agencies which administer laws relevant to your particular situation. Depending on your situation these agencies could include Centrelink, the Australian Federal Police, the Child Support Agency, the Department of Veterans' Affairs, the Department of Immigration and Multicultural and Indigenous Affairs, the Department of Family and Community Services and the Department of Education, Science and Training.

## YOUR CURRENT DETAILS—Please complete all of the following items.

1	Tax file number (TFN)       It is not an offence not to quote your TFN but not quoting it may increase the risk of an administrative error and/or delay.
2	Your full name         Title—for example, Mr, Mrs, Ms, Miss, Dr, Prof         Surname or family name         Given names
3	Your postal address       Print the address where you want your mail sent.         NOTE: If you are a client of a registered tax agent, you may prefer to have your mail sent to your tax agent's address.         Image: State       Postcode         Country if not Australia
4	Is your home address different from your postal address? Print an X in the appropriate box No Go to 5 Yes Print your home address
	State Postcode   Country if not Australia
5	Your date of birth DAY MONTH YEAR DD/MM/YYYYY
6	Your telephone number during business hours           Please see over

YOUR PREVI	OUS DETAILS—Please complete the following items
Print an X in the	Change of name only go to 7 then 10
appropriate box	Change of name and address go to 7, 8 and 9 then 10
	Change of postal address only go to 8 then 10
	Change of home got to 9 then 10
7	
7 Your previous nau Title_for example, Mr,	
Surname or family nam	
Given names	
8 Your previous pos	stal address—Print the address on your last notice of assessment or the address you last told us about
	State Postcode Country if not Australia
9 Your previous ho	me address—Print the address on your last notice of assessment or the address you last told us about
	State     Postcode     Country if not Australia
Declaration	ormation I have given on this change of name and address advice is true and correct.
Your signature	
Date DD/MN	

Return your completed advice to: Australian Taxation Office PO Box 9942 MOONEE PONDS VIC 3039

