



# 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.

www.ato.gov.au

## 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.

State

Postcode

Country if not Australia

### 4 Is your home address different from your postal address?

Print an  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/YYYY

### 6 Your telephone number during business hours

( )

**Please see over** ▶

**YOUR PREVIOUS DETAILS**—Please complete the following items

Print an **X** in the appropriate box

Change of name only  go to **7** then **10**

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 address only  go to **9** then **10**

**7 Your previous name**

Title—for example, Mr, Mrs, Ms, Miss

Surname or family name

Given names

**8 Your previous postal 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 home address**—Print the address on your last notice of assessment or the address you last told us about

State Postcode Country if not Australia

**10 Declaration**

I declare that the information I have given on this change of name and address advice is true and correct.

Your signature

Date / /

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

