



REGISTRATIONS

We can electronically lodge directly to the Australian Taxation Office (ATO) the appropriate forms to register for new and/or cancel the following registrations:

- **Tax File Number (TFN)**

A TFN is a unique number the ATO issue to individuals and organisations to help administer tax and other Australian Government systems.

The ATO will only issue one TFN to you during your lifetime, even if you change your circumstances such as your name or residency. You should keep your TFN secure at all times and advise the ATO if you change your name or address so they can update your details.

- **Australian Business Number (ABN)**

The Australian Business Number (ABN) was introduced on 1 July 2000 to enable businesses in Australia to deal with a range of government departments and agencies using a single identification number. The ABN is a public number which does not replace your tax file number. ABN registration details become part of the Australian Business Register (ABR), which the ATO maintains on behalf of the Commonwealth.

- **Goods & Services Tax (GST)**

GST is a 10% tax on most goods and services sold in Australia. It is collected by registered businesses at each step in the supply chain.

You must register for GST if you are carrying on a business or enterprise, and:

- your current or projected GST turnover is \$75,000 or more (\$150,000 or more for non-profit organisations) * (*current as at May 2009*)
- you provide taxi travel, or
- you wish to claim fuel tax credits.

If your GST turnover is below \$75,000, you may choose to register for GST. You must continually monitor your turnover. As soon as you realise that your current or projected GST turnover is \$75,000 or more, you have 21 days to register.

- **Pay As You Go Withholding (PAYG)**

Where obligations to withhold payments arise, the entity needs to be registered for PAYG withholding to keep account of these obligations. Such obligations include payments to:

- employees for salary and wages
- contractors or sub-contractors under a voluntary agreement
- labour hire workers
- suppliers who have not provided an ABN
- an investor in receipt of interest or dividends where a Tax File Number (TFN) has not been quoted
- investment distributions, such as dividends, interest or royalties, which are sent overseas.