

ATO Tax Withholding declaration



Uniting Church
SYNOD OF NSW & ACT

Complete this declaration to authorise your payer to adjust the amount withheld from payments made to you.

You must provide, or have previously provided, your payer with a completed *Tax file number declaration* (NAT 3092) quoting your tax file number or claiming an exemption from quoting it, before you can make a *Withholding declaration*.

NOTE: This is a simplified form.

(v2.1 Sep 2020)

If you are unsure about how to complete this form please contact the payroll office which will be able to provide some basic guidance, but cannot advise you on tax issues.

Section A: Payee's declaration

➤ To be completed by payee.

1 **What is your name?** Title: Mr Mrs Miss Ms Other ▶

Family name Given names

Day Month Year

2 **What is your date of birth?**

3 **What is your tax file number (TFN)?**

➤ For information about tax file numbers, see instructions.

If you have not provided your TFN, indicate if any of the following reasons apply:

I have lodged a TFN application.

I am claiming an exemption because I am a pensioner.

I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax.

4 **Are you:** (select only one)

An Australian resident for tax purposes

A foreign resident for tax purposes

Or

A working holiday maker

5 **Do you want to claim the tax-free threshold from this payer?**

Only claim the tax-free threshold from one payer at a time, unless your total income from all sources for the financial year will be less than the tax-free threshold.

Yes

No

▶ Answer **no** here if you are a foreign resident or working holiday maker, except if you are a foreign resident in receipt of an Australian Government pension or allowance. You must answer **no** at questions 7 and 8.

6 **Do you have a Higher Education Loan Program (HELP), VET Student Loan (VSL), Financial Supplement (FS), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt?**

Yes

No

7 **Do you want to claim or vary your tax offset by reducing the amount withheld from payments made to you?**

Yes

No

▼
Insert your estimated total tax offset amount. ▶ \$

8 **Do you want to claim or vary the seniors and pensioners tax offset entitlement by reducing the amount withheld from payments made to you?**

Yes

No

▼
Are you:

single

a member of an illness-separated couple

a member of a couple

DECLARATION BY PAYEE



The tax laws impose heavy penalties for giving false or misleading statements.

I declare that the information I have given on this form is true and correct.

Signature of payee

Day

Month

Year

This declaration will constitute written notice under section 15-15 of Schedule 1 to the *Taxation Administration Act 1953* (TAA 1953) of the Commissioner's approval to vary the amount required to be withheld where:

- the payee has given a completed *Tax file number declaration* to the payer, or they have entered into a voluntary agreement with the payer.
- the payee has notified the payer of the varied rate of withholding in writing on this approved form at section A.

Sensitive (when completed)