

## APPLYING FOR A TAX FILE NUMBER

***If you are an Australian resident, you can apply for a tax file number (TFN) in various ways, depending on your circumstances.***

### Applying at Australia Post

You can apply for a TFN at a participating Australia Post retail outlet if you are an Australian resident and able to attend an interview. There is no fee for lodging a TFN application.

The easiest way to apply for a TFN is to:

***Complete the online form - <https://identityservice.auspost.com.au/ato/landing>***  
(the form is not supported by Internet Explorer, use another browser)

1. Print the summary, which will include your application reference number, and take it to your Australia Post interview.
2. Book your interview (<https://auspost.com.au/locate/?services=66>) and attend a participating Australia Post outlet within 30 days of completing the online form. Take your printed summary and proof of identity documents (<http://bit.ly/3s8TqsN>) to the interview. You'll sign your application at Australia Post when you complete your interview.

It can take up to 28 days to receive your TFN after we receive your completed application and the required documents have been approved by Australian Post.

### Apply by Post

If you can't attend an interview at a participating Australia Post retail outlet or you're not a Services Australia customer, you'll need to complete a paper form.

***You can get a copy of this form by either:***

- ordering online - <https://iorder.com.au/publication/main.aspx>
- phone 1300 720 092 24 hours a day, seven days a week.

Send your completed TFN application and certified copies of your identity documents to the address listed on the form.

Note: Don't send your original identity documents to us as they may not be returned to you.