

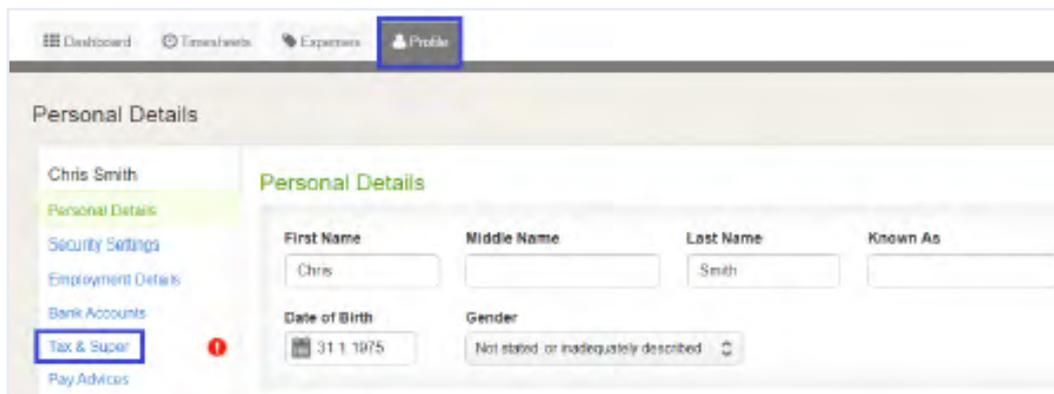
# EMPLOYEE GUIDE

## TAX FILE NUMBER DECLARATION

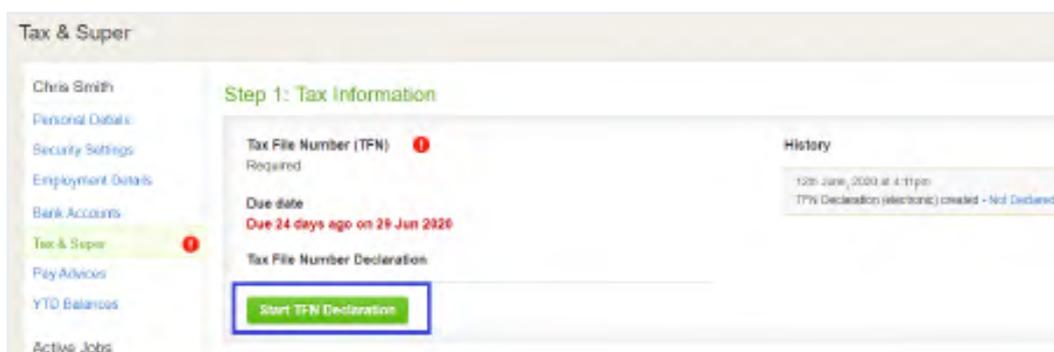
To ensure the correct amount of PAYG tax is withheld on your wages, it's essential to submit a Tax File Number (TFN) declaration **via your Astute payroll account before your first pay date**. Please use the following guide to assist with submitting your TFN declaration.

### START A TFN DECLARATION

- Go to Astute payroll portal [agrilabour.astutepayroll.com/agrilabour/auth/login](http://agrilabour.astutepayroll.com/agrilabour/auth/login) and login.
- Go to **Profile** tab, on the right side of the page.
- Select **Tax & Super**.



- Click on the green button **Start TFN Declaration**



## PAGE 1: CONFIRM PERSONAL INFORMATION

- You'll see that your **name, date of birth** and **address** are prefilled. Please check to make sure they're correct.

**Tax File Number Declaration - Confirm Personal Information**

Confirm / Complete the following information below:

Family Name: Smiths

First Given Name: Chris

Other Given Name: [Empty]

If you have changed your name since you last dealt with the ATO, show your previous family name: [Empty]

Date of Birth: 31.1.1975

What is your home address in Australia?

Address: 27/88 L'Estrange Tce

Suburb / Town: Kelvin Grove

State / Territory: QLD, AU

Post code: 4059

- On what basis are you employed? You'll see that 'Labour hire' is already ticked – this is correct, please do not change this.

On what basis are you employed?

Full time employed

Part time employed

Casual employment

Labour hire

- Enter your **Tax File Number** in the rectangle box. If you do not have a Tax File Number and are applying for one with the ATO, leave the space blank.
- Are you an **Australian resident for tax purposes** or a **working holiday maker**?
  - If you hold a working holiday visa (subclass 417 or 462), you need to select the third option 'A working holiday maker'.
  - If you do not hold a visa of subclass 417 or 462, you should select either 'An Australian resident for tax purposes' or 'A foreign resident for tax purposes'.
  - If you are unsure which option is correct for your situation, please check through the ATO via this link: [www.ato.gov.au/Calculators-and-tools/Host/?anchor=AreYouAResident&anchor=AreYouAResident&anchor=AreYouAResident/questions#AreYouAResident/questions](http://www.ato.gov.au/Calculators-and-tools/Host/?anchor=AreYouAResident&anchor=AreYouAResident&anchor=AreYouAResident/questions#AreYouAResident/questions)

**Tax File Number**  
Leave blank if you do not have a tax file number

Are you?

An Australian resident for tax purposes

A foreign resident for tax purposes

A working holiday maker

- Click '**Next**' and go to the next page.

**Tax File Number**  
Leave blank if you do not have a tax file number

Are you?

An Australian resident for tax purposes

A foreign resident for tax purposes

A working holiday maker

Save and Finish Later

Page 1 of 3 **Next**

## PAGE 2: REQUIRED INFORMATION

- If you selected 'A working holiday maker' and entered your TFN on Page 1, you will not see this page.
- If you don't have a TFN and have left the Tax File Number space blank on page 1, you'll see the following question.
  - Please select one of the options provided or click back to return to the previous page.
  - If you are applying for a Tax File Number with the ATO, select the third option  
*\*\*Note: If you select this option, you'll need to re-submit a TFN declaration once you have received your TFN from the ATO. This needs to be done within 28 days from the date you submit your first TFN declaration. Otherwise your PAYG tax will be withheld at the highest tax rate after 28 days.\*\**

You did not enter a tax file number - Please select one of the options below, or press back to return to the previous page

- I am claiming an exemption because I am in receipt of a pension, benefit, or allowance
- I am claiming an exemption because I am under 18 years old and do not earn enough to pay tax
- I have made a separate application to the ATO for a new or existing tax file number

- The following questions will not be visible if you have chosen Working Holiday Maker on page 1.

Do you want to claim the tax free threshold for this payer?

Yes  No

Do you have a Higher Education Loan Program (HELP), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt?

Yes  No

Do you have a Financial Supplement Debt?

Yes  No

- Do you want to claim the **tax free threshold** for this payer?
  - If you're unsure how to answer this question, here are instructions from the ATO website: [www.ato.gov.au/Forms/TFN-declaration/?page=2#Question\\_9\\_Do\\_you\\_want\\_to\\_claim\\_the\\_tax\\_free\\_threshold\\_from\\_this\\_payer\\_](http://www.ato.gov.au/Forms/TFN-declaration/?page=2#Question_9_Do_you_want_to_claim_the_tax_free_threshold_from_this_payer_)
- After answering all questions on page 2, click '**Next**' and go to next page.

Do you have a Financial Supplement Debt?

Yes  No

Save and Finish Later

Back Page 2 of 3 **Next**

## PAGE 3: SUBMIT

- Please make sure you complete all the following steps on this page:
  - Enter your full name in the rectangle space
  - Tick the box
  - Click the **'Submit'** button

Tax File Number Declaration - Submit

I declare that the information transmitted in this TFN Declaration is true and correct and that I am authorised to make this declaration.

Full name of person making the declaration

Chris Smith

Tick this box to sign with the AUSkey used by this software and your name supplied above.

Back Page 3 of 3 Submit

- Now you have successfully submitted a TFN declaration, you should see the following page. You should see the following page. Click the **'Close'** button to go back to the **'Profile'** tab.

Tax File Number Declaration - Submitted

Successfully submitted the Tax File Number Declaration.

Close