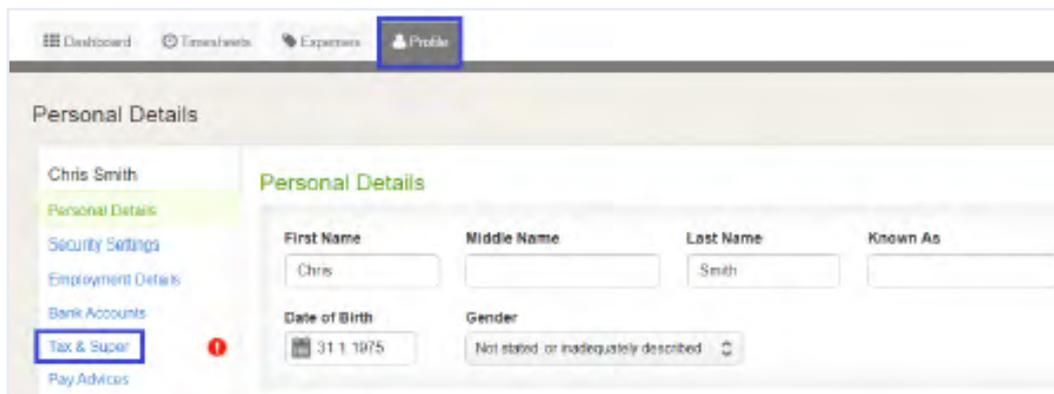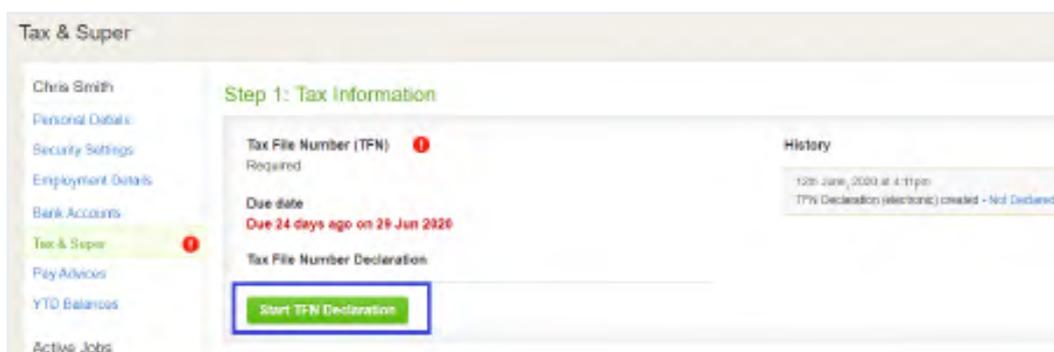# EMPLOYEE GUIDE

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 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.

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

- 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-toolsHost/?anchor=AreYouAResident&anchor=AreYouAResident&anchor=AreYouAResident/questions#AreYouAResident/questions

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

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.

- 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?

  - 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_

- After answering all questions on page 2, click **'Next'** and go to next page.

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

- 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.