

Employee Guide - TFN

Tax File Number Declaration | 12/09/2023

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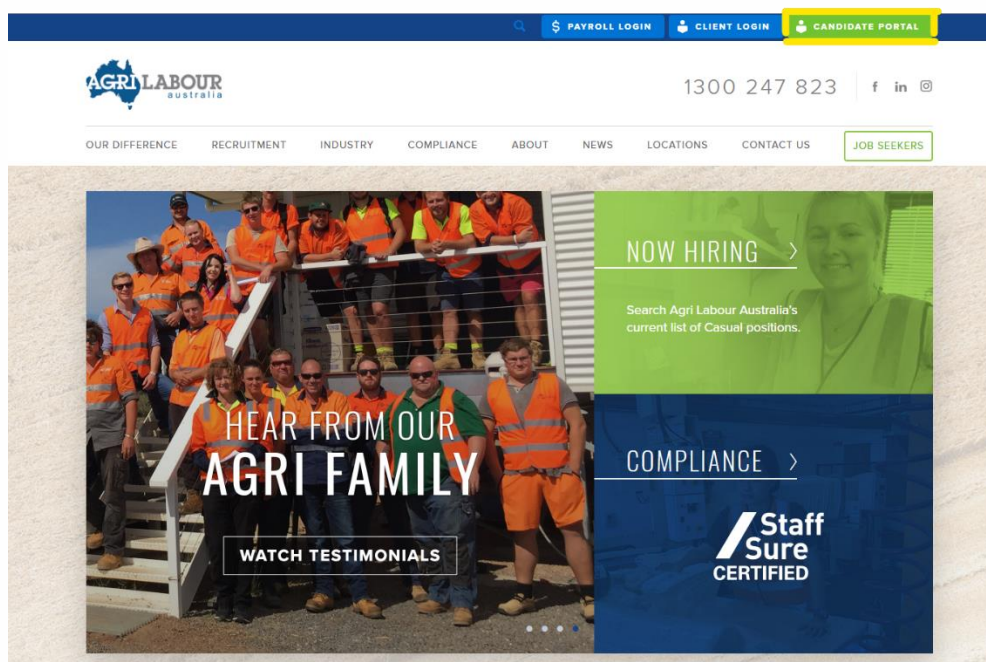
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To ensure the correct amount of PAYG tax is withheld on your wages, it's essential to submit a Tax File Number (TFN) declaration **via your Astute payroll** account **before your first pay date**. Please use the following guide to assist with submitting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

1. TFN Declaration

1.1 Go to candidate Portal <https://www.agrilabour.com.au/>

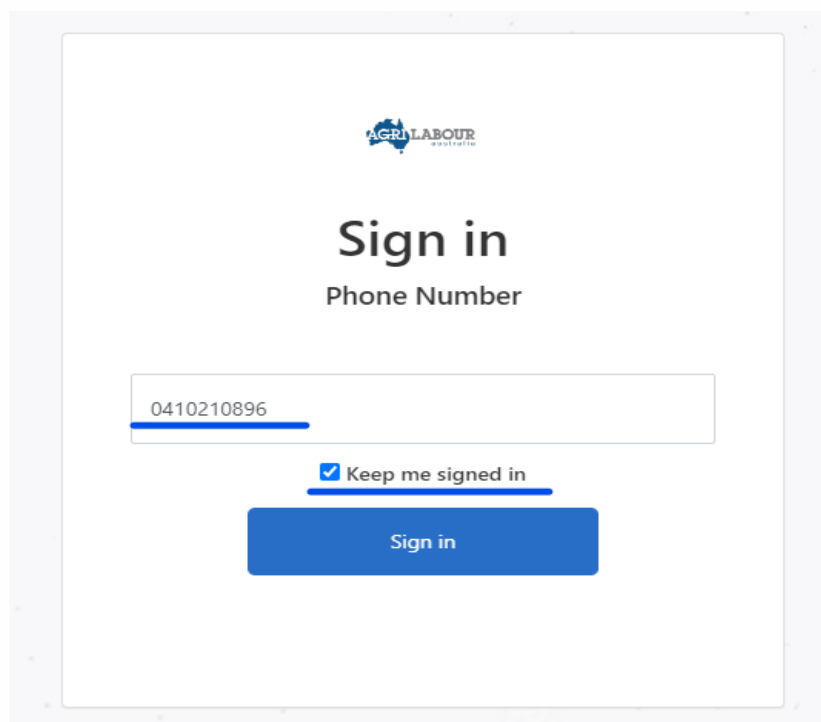
1.2 On the right-hand side click on Candidate Portal.



1.3 Click on Login to Candidate Portal

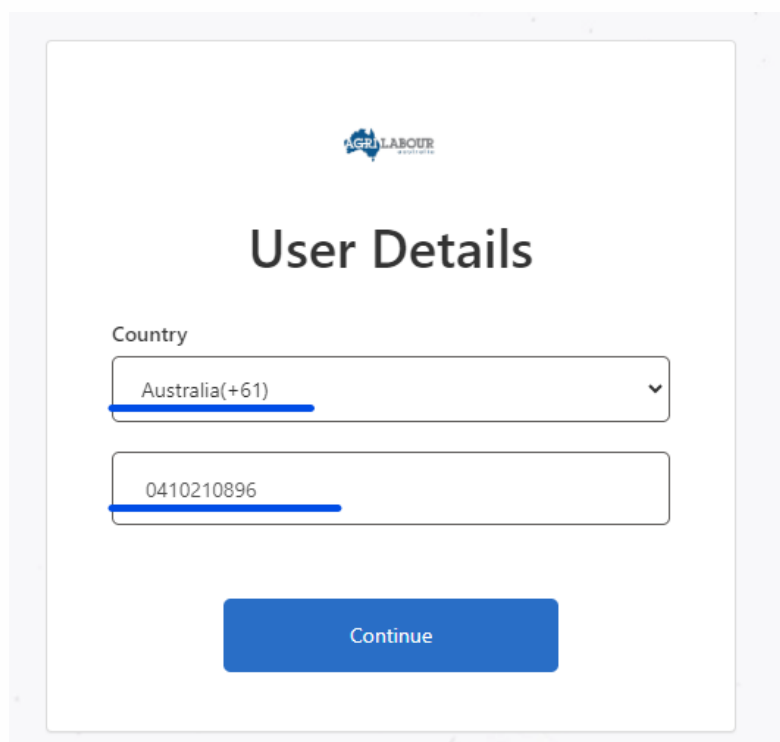


1.4 Enter your phone, if you want to keep signed in tick the box as per below image.



The image shows a 'Sign in' screen for the AGRI LABOUR australia website. At the top center is the logo. Below it, the text 'Sign in' is displayed in a large font, followed by 'Phone Number' in a smaller font. A text input field contains the number '0410210896'. Below the input field is a checkbox labeled 'Keep me signed in', which is checked. At the bottom center is a blue button with the text 'Sign in'.

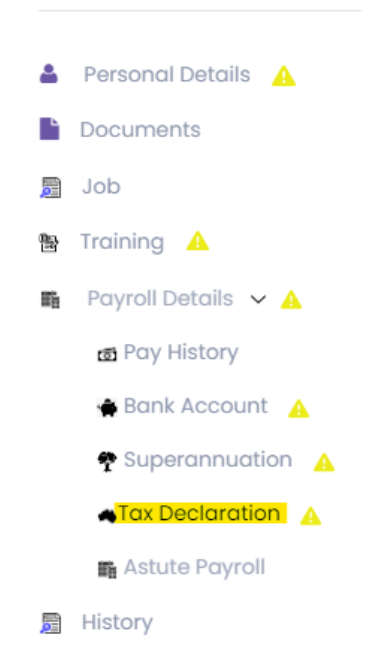
1.5 User details – Scroll down country tab and pick Australia as your default country, then add your mobile number.



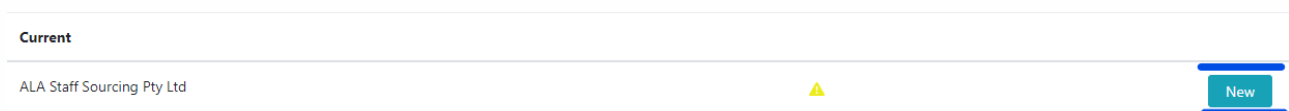
The image shows a 'User Details' screen for the AGRI LABOUR australia website. At the top center is the logo. Below it, the text 'User Details' is displayed in a large font. There are two input fields: the first is a dropdown menu labeled 'Country' with 'Australia(+61)' selected, and the second is a text input field containing the number '0410210896'. At the bottom center is a blue button with the text 'Continue'.

1.6 You will receive a verification code from on your registered mobile phone for sign in authentication.

1.7 Under payroll details, click on “Tax Declaration”.



1.8 Select New and make a selection.



2. Start a TFN declaration

Note: If you need help filling up the below declaration, please go to “How to complete this form” for more information

* Only English letters and numbers can be used.

Tax File Number Declaration [How To Complete This Form](#)

I don't Have my TFN

Tax File Number:

Have you changed your surname since you last dealt with the Australian Tax Office?

Yes
 No

Are you an Australian resident for tax purposes or a working holidays maker?

Australian resident for tax purpose
 Foreign resident
 Working Holidays maker

On what basis are you paid?

Full-time
 Part-time
 Casual
 Labour Hire

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 the person making the declaration

Tick this box to sign with the identification details you used to log on and your name supplied above

2.1 Tax File Number: Enter your TFN number in the rectangle box.

Tax File Number:

If you don't have a Tax File Number and you are applying for one with the ATO, leave the space blank and tick the I don't have any TFN box.

Tax File Number Declaration

I don't Have my TFN

If you have your Tax File Number, follow the below steps:

2.2 Tick **Yes/No** if you have changed your surname since you last dealt with the Australian Tax Office

Have you changed your surname since you last dealt with the Australian Tax Office?

- Yes
 No

2.3 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 between “An Australian resident for tax purposes” and “A foreign resident for tax purposes”.
- If you are not sure which one describes your situation, please use the tool provided by the ATO via this link, <https://www.ato.gov.au/Calculators-and-tools/Host/?anchor=AreYouAResident&anchor=AreYouAResident&anchor=AreYouAResident/questions#AreYouAResident/questions>

Tax file number declaration

I don't have my TFN

Tax file number

111111111

Have you changed your surname since you last dealt with the Australian Tax Office?

- Yes
 No

Are you an Australian resident for tax purposes or a working holiday maker?

- Australian resident for tax purposes
 Foreign resident
 Working holiday maker

On what basis are you paid?

- Full-time
 Part-time
 Casual
 Labour Hire

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

Submit

2.4 On what basis are you paid? Select you are employed under labour hire arrangement.

On what basis are you paid?

- Full-time
- Part-time
- Casual
- Labour Hire

2.5 Authorised to make this declaration.

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 the person making the declaration

Palm Testing

2.6 If you are a working holiday maker, you must provide a country of passport, then tick the box below to sign this declaration and press submit.

Working holiday makers must provide a country of passport
What is the place of issue in your passport?

Fiji

Tick this box to sign with the identification details you used to log on and your name supplied above

Cancel

Submit

* Only English letters and numbers can be used.

Tax File Number Declaration

I don't Have my TFN

[How To Complete This Form](#)

Tax File Number:

111111111

Have you changed your surname since you last dealt with the Australian Tax Office?

- Yes
- No

Are you an Australian resident for tax purposes or a working holidays maker?

- Australian resident for tax purpose
- Foreign resident
- Working Holidays maker

On what basis are you paid?

- Full-time
- Part-time
- Casual
- Labour Hire

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 the person making the declaration

Palm Testing

Working holiday makers must provide a country of passport
What is the place of issue in your passport?

Fiji

Tick this box to sign with the identification details you used to log on and your name supplied above

Cancel

Submit

3. Tax File Number Declaration – Without TFN

(If you have selected Working Holiday Maker and filled TFN, you will not see this page)

3.1 If you don't have a Tax File Number and have left the Tax File Number space blank, you will see the following question.

Tax File Number Declaration

I don't Have my TFN

Exemption Reason

- 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

If you are applying a Tax File Number with the ATO, select the third option:

****Note: If you select this option, you will 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. ****

Exemption Reason

- 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
-

3.2 Tick **Yes/No** if you have changed your surname since you last dealt with the Australian Tax Office

Have you changed your surname since you last dealt with the Australian Tax Office?

- Yes
- No

3.3 On what basis are you paid? Select you are employed under labour hire arrangement.

On what basis are you paid?

- Full-time
- Part-time
- Casual
- Labour Hire

3.4 Authorised to make this declaration.

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 the person making the declaration

Palm Testing

3.5 If you are a working holiday maker, you must provide a country of passport, then tick the box below to sign this declaration and press submit.

Working holiday makers must provide a country of passport
What is the place of issue in your passport?

Fiji

Tick this box to sign with the identification details you used to log on and your name supplied above

Cancel

Submit

Tax File Number Declaration

[How To Complete This Form](#)

I don't Have my TFN

Exemption Reason

- 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

Have you changed your surname since you last dealt with the Australian Tax Office?

- Yes
- No

Are you an Australian resident for tax purposes or a working holidays maker?

- Australian resident for tax purpose
- Foreign resident
- Working Holidays maker

On what basis are you paid?

- Full-time
- Part-time
- Casual
- Labour Hire

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 the person making the declaration

Palm Testing

Working holiday makers must provide a country of passport
What is the place of issue in your passport?

Fiji

Tick this box to sign with the identification details you used to log on and your name supplied above

Cancel

Submit

4. Tax Free Threshold

The following questions will not be visible if you have chosen Working Holiday Maker

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

Are you an Australian resident for tax purposes or a working holiday maker?

- Australian resident for tax purposes
- Foreign resident
- Working holiday maker

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

- Yes
- No

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

If you are not sure how to answer this question, here are instructions from the ATO website.

<https://www.ato.gov.au/Calculators-and-tools/Host/?anchor=AreYouAResident&anchor=AreYouAResident&anchor=AreYouAResident/questions#AreYouAResident/questions>

After answering all questions sign your declaration and submit it.

Working holiday makers must provide a country of passport
What is the place of issue in your passport?

Fiji

Tick this box to sign with the identification details you used to log on and your name supplied above

Cancel

Submit



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