

ABN and TFN Checklist for your business

You can use this checklist to help you apply online at the Australian Business Register website for:

- an ABN — which is your Australian Business Number. This allows you to register for Goods and Services Tax but you may need an ABN for other reasons too; and
- a TFN — which is your Tax File Number. This registers you for income tax and most other taxes.

If you have just registered a company, then you will have received the company's ACN (Australian Company Number), which is quite different from the ABN.

What to do

To register for an ABN and TFN you use the same form:

- Step 1** Go to <https://abr.gov.au>.
- Step 2** For the ABN and TFN, in the left hand column click "Apply for an ABN".
- Step 3** Answer the questions on the screen, they appear in the left-hand column in the table below. The answers you can give are in the right-hand column.

Questions	Answers
APPLICATION DETAIL	
For taxation purposes which type of entity is the applicant?	Individual (Sole trader) or Company, Partnership, Trust or other organisation or Superannuation entity
Does the applicant currently have an ABN or previously had an ABN?	Yes or No
Does the applicant wish to apply for an ABN?	Yes
Does the applicant have a Tax File Number?	Yes or No
Does the applicant wish to apply for a Tax File Number?	Yes or No
BUSINESS ACTIVITY DESCRIPTION	
Business activity description	Select
TAXATION INFORMATION	
Is the applicant an Australian resident for tax purposes?	Yes or No
Is the applicant exempt for income tax purposes?	Yes or No

Is the applicant a non-profit organisation?	Yes or No
Does the applicant want to register for any of the following? (See field help for important information) <input type="checkbox"/> Fringe benefits tax <input type="checkbox"/> Luxury car tax <input type="checkbox"/> Wine equalisation tax	
If the applicant uses, or intends to use the services of a tax agent, what is the tax agent's registration number?	
APPLICANT INFORMATION	
Applicant information	
BUSINESS ACTIVITY DETAILS	
From what date does the entity require its ABN?	dd/mm/yyyy
If you intend for this business activity to be less than 3 months, on what date do you expect to cease business?	dd/mm/yyyy
MAIN BUSINESS ACTIVITY	
Describe the entity's main business activity <i>When you enter the entity's main business activity, you will be given a list of categories to choose from. If none of the categories are appropriate, you may need to re-word the main business activity.</i>	
Select the activity which best matches the entity's main business activity	Select
Does the entity operate an agricultural property?	Yes or No
MAIN BUSINESS ADDRESS	
What is the entity's main business address?	
Is the entity's postal address the same as the business address?	Yes or No

What is the entity's email address for service of notices and correspondence?	
Does the entity have more than one business location in Australia?	Yes or No
CONTACT DETAILS	
Who is the authorised contact for the entity?	
More contacts?	Yes or No
ASSOCIATES	
Who are the individuals and organisations associated with the entity? For a company, the associates include the directors, secretary, public officer and shareholders.	
REASON FOR APPLICATION	
Why is the entity applying for an ABN?	Select
DECLARATION	
Name:	
Position held:	
Date of declaration:	Date when the application is submitted to the Australian Business Register