



Certificate of residency and certification of overseas tax relief for non-individuals

When to use this form

Use this form to request a certificate of residency or overseas tax relief certification, or both, on behalf of a non-individual.

You can lodge this form either electronically or by mail. If you lodge by mail, the paper form you send **must** be signed.

When completing this form

- Provide requested information in the relevant section only.
- Answer all the questions. Otherwise your application may be delayed.
- Place **X** in all applicable boxes.
- Do not use correction fluid or covering stickers.
- Make sure you read the privacy statement before submitting the form.

- Fields marked * must be completed.
- If you need help completing this application or you can't provide enough proof of identity documents, call **132 866** or **+61 2 6216 1111** and ask to be transferred to **Business tax enquiries**.
- You can complete this form either electronically or by hand on a printed paper copy. If you complete the form electronically, you can lodge either online or by mail (print and sign the completed form)
- If you are completing this form by hand, print a paper copy of it and provide your answers clearly in **BLOCK LETTERS** using a black or dark blue pen only.

! Make sure you read the form instructions and the relevant information on ato.gov.au before completing and submitting this form.

Section A: Entity details

! Check the information in this section is the same as our system to prevent delays.

1 Tax file number (TFN)

! We are authorised by the *Taxation Administration Act 1953* to ask for tax file numbers. You are not required by law to provide us with any TFN we have requested, however, failure to provide us with a TFN may result in a delay in processing this form. If we cannot identify a person from the information you provide, we may contact you for more information.

2 Australian business number (ABN)

3 Entity name*

4 Entity type*

5 Business address*

Street address

Suburb/town/locality

State/territory

(Australia only)

Postcode

(Australia only)

Country if outside Australia

6 Email*

7 Phone number*

Phone (local)


Phone (international)

10 Indicate the identifier that should appear on the certificate of residency (skip this if you are requesting a tax relief form only)

Select **one** of the following options for the entity listed in **Section A**:

- ABN only
- TFN only
- Both TFN and ABN

11 Indicate the time period and year the request is required to cover (required)*

 If you selected multiple options at question 9, the time period you select below will apply to each option.

Select only one of the following:

- One year from the date of issue of the documentation or date of certification
- Calendar year (01 January to 31 December)
- Financial year (01 July to 30 June)
- Custom time period

If you selected **Calendar year** or **Financial year**, select at least one of the following:

- 2022 2021 2020 2019 2018 2017
- Other

If you selected **Custom time period**, provide details:

From ^{Day} / ^{Month} / ^{Year} To ^{Day} / ^{Month} / ^{Year}

12 Postal address for the ATO to send documents*

<input type="text"/>		
<input type="text"/>		
Suburb/town/locality	State/territory <input type="text"/> <input type="text"/> <input type="text"/> <small>(Australia only)</small>	Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>(Australia only)</small>
Country if outside Australia	<input type="text"/>	

Section C: Residency

You need to work out if you are an Australian resident for tax purposes. This may be different to your residency status for other purposes.

You can work out your residency status for tax purposes on our website ato.gov.au/bus-taxes

13 Indicate which one of the following applies to you for the time period(s) indicated at question 11:*

The entity listed in Section A is **only** a tax resident of Australia for income tax purposes and **not** a temporary resident of Australia Go to question 15

The entity listed in Section A is a tax resident for income tax purposes of multiple countries including Australia Answer question 14

The entity listed in Section A is **not** a tax resident of Australia for income tax purposes Confirm the entity's residency status before you continue with this form (see above)

14 List the countries or jurisdictions that you are also a tax resident of below:

15 Are there any special circumstances relating to your application or have you lodged an Early engagement advice or an ATO ruling request?*

 For complex circumstances, you should lodge an [Early engagement advice request](#).

No Go to **Section D: Tax return lodgment**

Yes, and have lodged an Early engagement advice or ATO ruling request Reference Answer question 16

Yes, there are special circumstances Answer question 16

16 Write a brief description of the special circumstances below:

Section D: Tax return lodgment

17 Indicate one of the below options, if applicable*

The Australian Tax returns have been lodged covering the time period(s) above for the entity listed in **Section A**.

The entity listed in **Section A** has tax exempt status under Division 50 of the *Income Tax Assessment Act 1977 (ITAA 197)* and the ATO record for the entity reflects that exemption status.

Section E: Declaration for non-individual

! Only complete this section if you are the Primary contact for the non-individual entity listed in Section A, and you authorise this request on this form to be actioned. To see what we define who a primary contact is, see ato.gov.au/primarycontact

Name*

Before you sign this form

Make sure you have answered all the relevant questions correctly and read the privacy statement below before you sign and date this page. Unsigned forms cannot be processed. An incomplete form may delay processing and we may ask you to complete a new form.

— Penalties may be imposed for giving false or misleading information.

Privacy

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy go to ato.gov.au/privacy

By submitting and/or signing this form, I declare that:

- I have read the relevant information on ato.gov.au in relation to this request.
- I am authorised to obtain the documents requested or have authority to execute the request on behalf of the entity listed at **Section A**.
- The information I have provided is true and correct.

Signature

Date*

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

! If you are submitting this form online, we do not require a signature.

Section F: Declaration for custodian

! Only complete this section if you are a custodian requesting a certificate of residency or overseas tax relief certification for a non-individual.

Custodian organisation name*

Custodian email*

Is the custodian authorised to act on behalf of the client listed in **Section A**, or has a nomination form been submitted to give authority to the custodian to act on behalf of the client listed in **Section A**?

Yes

No Submit a [Nomination of a custodian for certificate of residency and/or tax relief form requests](#) form, or have the primary contact also complete and sign **Section E**

Before you sign this form

Make sure you have answered all the relevant questions correctly and read the privacy statement below before you sign and date this page. Unsigned forms cannot be processed. An incomplete form may delay processing and we may ask you to complete a new form.

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Privacy

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy go to ato.gov.au/privacy

By submitting and/or signing this form, I declare that:

- I have read the relevant information on ato.gov.au in relation to this request.
- I am authorised to obtain the documents requested or have authority to execute the request on behalf of the entity.
- The information I have provided is true and correct.

Custodian staff member name*

Custodian staff member signature

Date*

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

! If you are submitting this form online, we do not require a signature.

Section G: Declaration for tax agent / authorised contact

 Only complete this section if you are a tax agent or authorised contact requesting a certificate of residency or overseas tax relief certification for a non-individual.

Before you sign this form

Make sure you have answered all the relevant questions correctly and read the privacy statement below before you sign and date this page. Unsigned forms cannot be processed. An incomplete form may delay processing and we may ask you to complete a new form.

 Penalties may be imposed for giving false or misleading information.

Privacy

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy go to ato.gov.au/privacy

By submitting and/or signing this form, I declare that:

- I have read the relevant information on ato.gov.au in relation to this request.
- I am authorised to obtain the documents requested or have authority to execute the request on behalf of the entity.
- The information I have provided is true and correct.

Tax agent / authorised contact name*

Authorised contact email*


Tax agent / authorised contact phone number*

Tax agent number

Tax agent / authorised contact signature

Date*

Day	Month	Year
□□	/ □□	/ □□□□

 If you are submitting this form online, we do not require a signature.

How to lodge this form

You can lodge your completed form and your supporting documents (if applicable) with us either electronically or by mail.

 For the most up to date lodgment information see ato.gov.au/certificateofresidency and ato.gov.au/overseastaxrelief

Electronically

Use **Secure Mail** or **Practice Mail** via one of the following services:

- Online services for individuals (only if you have an ABN/WPN)
- Online services for business
- Online services for agents

If you ticked the box at 8.1 use the below Topic/Subject:

Topic: **Income Tax**

Subject: **Certificate of Residency**

If you ticked the box at 8.2 or 8.3 you can submit an overseas tax relief request electronically, however the overseas tax authority may require an original copy of its form.

Mail

Send the signed paper form to us at:

Australian Taxation Office

PO Box 3544

ALBURY NSW 2640