

# Application to cancel a GST or PAYG withholding branch

#### When to use this form

Use this form to cancel a branch that has been established to account for goods and services tax (GST) and/or pay as you go (PAYG) withholding.

If you want to cancel a GST or PAYG registration, use the *Application to cancel registration* (NAT 2955) form.

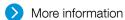


## Do not use this form to cancel:

- the parent entity's ABN. Use the Application to cancel registration form (NAT 2955)
- insolvency.

#### Who should complete this form

A primary contact or authorised contact listed on our system has authority to complete this form.



- Refer to ato.gov.au/authorisedcontacts
- Phone us on 13 28 66 between 8.00am and 6.00pm, Monday to Friday.

We can only speak to a person recorded with us as being authorised to act on behalf of an entity.

Branches with a GST registration should not be cancelled within 12 months of being formed unless the branch is no longer carrying on an enterprise.

Branches with only a PAYG withholding registration can be cancelled anytime.

#### When completing this form

If you are filling in this form by hand:

- print clearly in BLOCK LETTERS using a black or dark blue pen
- place **X** in **all** applicable boxes
- do not use correction fluid or covering stickers
- check you have signed and dated the declaration
- make a copy for your records
- mail or fax your completed form to the address shown on page 3.

If you are filling in this form on screen:

- download a copy of this form to your computer
- when complete, print two copies
- sign and date the declaration
- mail or fax your completed form to the address shown on page 3
- keep the second copy for your records.

Vhen the term 'paren vithholding purposes.	
Vhat is the parent	t entity's legal name as it appears on the Australian Business Register (ABR)?
/hat is the name	
	of the branch you want to cancel?
his name can be:	
his name can be: a name known by s	uppliers and customers
his name can be: a name known by s used in advertising a	uppliers and customers and on business cards
his name can be: a name known by s used in advertising a registered with othe	uppliers and customers and on business cards r government departments.
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Wha	t is the account number of the branch being cancelled?
	number can be found at the top right of your activity statement or notification of registration.
For ex	xample, ABN 12 345 678 901 <b>004</b> .
Do v	ou wish to: (place X in all applicable boxes.)
<b>.</b> .	
	cancel a GST branch?
cano	cel a PAYG withholding branch?
Fron	n what date do you want to cancel the branch?
Day	Month Year
	t is the branch's business location or address?
	nust be a street address, for example, 123 Smith St. This cannot be a post office box number, roadside mail bag,
roads	ide delivery, or other delivery point address.
 Suburk	b/town State/territory Postcode
Counti	y if other than Australia (Australia only) (Australia only) (Australia only)
	,
Why	do you want to cancel the branch?
-	xample, branch has ceased providing taxable supplies or branch has ceased trading.
1016	Rample, branch has ceased providing taxable supplies of branch has ceased trading.
_	
Do y	ou want to cancel more than one branch?
No	
L	
Г	
Yes	Complete Attachment A at back of form.

## Section B: **Declaration**

Only a person currently on our records as being authorised by the parent entity to act on its behalf can sign this declaration.

10 Who is the authorised person signing this declaration? (Complete all of the fields below.)

Full name of signatory	
Position held (For example, director, registered tax or BAS agent, trustee or p	artner)
Business hours phone number (a contact number must be provided)	Fax number
Mobile phone number	Registered tax or BAS agent's number (if applicable)
<b>Before you sign this form</b> Make sure you have answered all the relevant questions correctly and date this page. An incomplete form may delay processing an	
Penalties may be imposed for giving false or misleading info	rmation
I declare that:  I am authorised to make this application on behalf of the entity the information given on this form (including attachments) is true	• •
Signature	
	Date
	Day Month Year

### **Privacy**

Taxation law authorises the ATO to collect information and disclose it to other government agencies. This includes personal information of the person authorised to sign the declaration. For information about your privacy go to ato.gov.au/privacy

# **Lodging this form**

Make a copy of this form (and any attachments) for your own records before you:

You MUST SIGN here

- send it as an attachment using Online services for business or Online services for agents (you need to be registered to deal online - refer to ato.gov.au/onlineservices)
- fax it to 1300 130 905 (do not include a header or cover sheet as this will delay processing)

**Australian Taxation Office** PO Box 3373 PENRITH NSW 2740

We will aim to process your application within 28 days of receiving all the necessary information. If your application is incomplete, incorrect or needs checking, it may take longer. Do not lodge another form during this time.

# Attachment A: Cancel an additional branch 🚺 If you want to cancel more than one branch, make sufficient copies of this page before you complete it. Remember to include the additional pages with your application. 3a What is the name of the branch you want to cancel? This name can be: a name known by suppliers and customers ■ used in advertising and on business cards registered with other government departments. The name must be distinct to avoid confusion with other branches when reporting information to us. 4a What is the account number of the branch being cancelled? This information may be found on your activity statement or your notification of registration. The account number will follow an identifier such as an ABN – for example, ABN 12 345 678 901 004. **5a Do you wish to:** (place **X** in **all** applicable boxes.) cancel a GST branch? cancel a PAYG withholding branch? 6a From what date do you want to cancel the branch? 7a What is the branch's business location or address?

This must be a street address, for example, 123 Smith St. This cannot be a post office box number, roadside mail bag, roadside delivery, or other delivery point address.		
Suburb/town	State/territory	Postcode
Country if other than Australia	(Australia only)	(Australia only)

8a Why do you want to cancel the branch?

For example, branch has ceased providing taxable supplies or branch has ceased trading.		