



June 2009

Dear students of Saint Stephen's College

The Tax Office, with the cooperation of schools, offers secondary students (13 years and older) the opportunity to participate in a program which educates students about important tax issues relevant to living in Australian society. One of these important issues is the central role the Tax File Number (TFN) plays in their tax affairs.

Secondary students may need a TFN to apply for youth allowance or part-time and holiday employment. To make it easier for students to get a TFN, students can choose to fill out a TFN application form through the College. The TFN application form is available from Saint Stephen's College Accounts Department.

This application form requires information such as your name, address and date of birth. Your class teacher/tutor and the College Tax File Administrator (Mrs Riana Hay) then certify the application. This means that you **do not need** to attend the Tax Office with original documents or send those documents to the Tax Office.

As part of the whole of Government initiative, you will need to provide the following information on the application form:

- Students born in Australia will need to provide their
 1. Birth certificate number
 2. State of issue, and
 3. Year of registration, and

- Students born overseas will need to provide their
 1. Overseas passport number and country of issue, or
 2. Australian citizenship certificate number and date of issue.

Schools are only required to check that the relevant question on the application form has been completed and are not required to confirm the details against original documentation.

It is therefore not necessary for you to bring their birth certificates or other documentation to school.

If you haven't already obtained birth certificates you may need to consider getting them for this and other purposes.

This is a voluntary program and is being offered as a service to make it easier for you to obtain a TFN.

What you need to do

Please ask your parents to complete and return the attached consent form if they give permission for you to take advantage of this opportunity. Your parents may like to record the relevant information in the spaces provided on the consent form, or you may like to consider another method to transfer the information to the TFN application form. We stress the information is important and you must be aware to keep it safe.

Please note, due to privacy provisions, parents of children aged 13 or older are only able to enquire about their children’s tax affairs, including TFNs, if they are registered as an authorised contact with the Tax Office.

After the TFN has been received you can register your parent(s) as an authorised contact. You can register their authorisation details by phoning the Tax Officer on 13 28 61 between 8:00am and 6:00pm, Monday to Friday.

More information

If you have any further questions or need more information, please phone 13 28 61 between 8:00am and 6:00pm, Monday to Friday and ask for the Client Access and Education area. Or find the links on Saint Stephen’s College website for useful links to the ATO website.

Parent / Guardian consent form

I understand the schools TFN program is a voluntary program and I give permission for(student’s name) to apply for their TFN through the program.

I understand the College does not need to see original documentation.
..... (signature of parent/guardian)
/ / (date)

You may like to record the required information for your child below, in order for him/her to complete the form at school.

- Australian birth certificate number :
- State of Issue :
- Year of registration :
- Overseas passport number :
- Country of issue of passport :
- Australian citizenship certificate number :
- Date of issue :