



How to apply for an ABN

[Click here](#) to apply for an ABN online

Apply for Australian Business Number

ABN entitlement | Application detail | Business information | Associate details | Reason for application | Declaration

ABN entitlement

ABN Entitlement

The following questions will assist in determining entitlement to an ABN. It is important you select the most accurate response that reflects your current circumstances. If you are unsure how to answer a question, select the help icon to the right of the question. Compulsory questions are marked with an asterisk (*).

For taxation purposes which type of entity is the applicant?* Individual (Sole trader) Company, Partnership, Trust or other organisation Superannuation entity

Individual (Sole trader)

It is important to know that applying for an ABN does not automatically mean that you are carrying on an enterprise as a Individual (Sole trader). There are a range of tests that are used to determine whether you are a Individual (Sole trader) carrying on an enterprise.

The following questions will assist in determining whether you are considered to be a Individual (Sole trader) carrying on an enterprise.

Will your activities be carried out in Australia?* Yes No

Have you started or are you taking steps to start your activity?* Yes No

What is the nature of your activity?*

Do you expect to make a profit or gain from your activity?* Yes No

Apply for Australian Business Number

ABN entitlement | Application detail | Business information | Associate details | Reason for application | Declaration

ABN entitlement > ABN entitlement report

ABN entitlement report - Individual/Sole Trader

From the information provided:

Date: 06/07/2015

Questions	Answers
Will your activities be carried out in Australia?	Yes
Have you started or are you taking steps to start your activity?	Yes
What is the nature of your activity?	One-off commercial transactions not done in the course of a business
Do you expect to make a profit or gain from your activity?	Yes

ABN entitlement Application detail Business information Associate details Reason for application Declaration

Application detail

Application detail

- To find out how to apply for an ABN as a government entity, refer to the [government registration process](#).
- Applicants who are **individuals or sole traders** must [apply for a TFN](#) using a paper application. For further details refer to <http://www.abn.gov.au/>
- You can [change your details](#) online through the ABR.

Note: Please use the Previous, Next and other buttons at the bottom of every screen to navigate. Please minimise use of browser navigation buttons (back and forward) as it may cause problems with the application.

For taxation purposes which type of entity is the applicant?*

Individual (Sole trader)

Company, Partnership, Trust or other organisation

Superannuation entity

Does the applicant currently have an Australian Business Number (ABN) or previously had an ABN? Yes No

If you answered yes to the question above, what is the Australian Business Number (ABN) currently or previously held by the applicant?

Not quoting your ABN may delay the registration process. You can search for your current or previous ABN using [ABN lookup](#).

Does the applicant wish to apply for an Australian Business Number (ABN)?* Yes No

Does the applicant have a Tax File Number? Yes No

Does the applicant wish to apply for a Tax File Number? Yes No

Cancel Next

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ABN entitlement Application detail Business information Associate details Reason for application Declaration

Taxation information

Taxation information

Is the applicant an Australian resident for tax purposes?*

Yes No

Does the applicant want to register for any of the following?

Fringe benefits tax

Luxury car tax

Wine equalisation tax

Select help for important information.

If the applicant uses, or intends to use the services of a tax agent, what is the tax agent's registration number?

You may find this number on the applicant's last tax return. If you can not find this number, leave this blank.

Previous Cancel

To find out if you are an Australian Resident for tax purposes, [use this tool](#). You do not need the services of a tax agent to register for an ABN, so leave the last field blank.

Apply for Australian Business Number

[ABN entitlement](#)
[Application detail](#)
Business information
[Associate details](#)
[Reason for application](#)
[Declaration](#)

[Taxation information](#)
*
[Applicant information](#)

Applicant information

What is the Individual/Sole Trader's name?

[Select help for more information](#)

Title:

First given name:

Other given names:

Family name:

Date of birth: / /

Sex: Male Female

What is the Individual/Sole Trader's tax file number?

You are not required by law to quote a TFN but not quoting it may increase the risk of administrative error or delay this registration.

Fill this section out with your details

Business activity details

From what date does the Individual/Sole Trader require its ABN? / / **write today's date**

This date cannot be more than 6 months in the future. If the date provided is a date in the future, the ABN will not be issued until that date.

If you intend for this business activity to be less than 3 months, on what date do you expect to cease business? / /

If you register for GST, you will be required to complete business activity statements monthly.

Main business activity

Describe the Individual/Sole Trader's main business activity:

Select the category which best matches the Individual/Sole Trader's main business activity:

Does the Individual/Sole Trader operate an agricultural property? Yes No

Main business address

Where is the Individual/Sole Trader's main business address?
This must be a street address, eg 123 Smith Street Smithfield and not a post office box number or other delivery point address. This can be your home address if you operate a home based business.

Country:

Address:

Is the Individual/Sole Trader's postal address the same as the business address? Yes No

What is the Individual/Sole Trader's email address for service of notices and correspondence?

Does the Individual/Sole Trader have more than one business location in Australia? Yes No

What is the telephone number for this location? Work Mobile

What is the email address for this location? Same as service of notice email

Fill this section out with your home address & personal email.

Authorised contact 1

Title:

Preferred name:

Family name:

Position held:

Contact telephone numbers

If a mobile phone number is to be inserted as the business or after-hours number then the number is to be split into two sections one of 4 digits and the other of 6 digits.

	Area code	Number
Business :	<input type="text"/>	<input type="text"/>
After hours :	<input type="text"/>	<input type="text"/>
Facsimile :	<input type="text"/>	<input type="text"/>
Mobile:	<input type="text"/>	
Email address:	<input type="text"/>	
Preferred language:	<input type="text" value="English"/>	
If other, please specify:	<input type="text"/>	

More contacts? Yes No

Fill this section out with your info.

Reason for application


Select the reason that best describes why the Individual/Sole Trader is applying for an ABN.

Why is the Individual/Sole Trader applying for an ABN?*

Is this the Individual/Sole Trader's first time self employed as a contractor/sub-contractor in Australia?* Yes No

Declaration

 We suggest that you print a copy of your completed application for your records as you will not be able to print a copy after submitting this application.

 [Penalties](#) may be imposed for giving false or misleading information.

Privacy

We are authorised by taxation laws, including the Income Tax Assessment Act 1936, A New Tax System (Australian Business Number) Act 1999, A New Tax System (Goods and Services Tax) Act 1999 and the Taxation Administration Act 1953 to collect the information requested on this form. We need this information to help us administer these Acts and to help us maintain the details relating to you that are recorded in the Australian Business Register (ABR) and other ATO systems.

Where authorised by taxation laws to do so, we may give this information to other [Commonwealth, State, Territory and local government agencies](#). [Selected ABR information](#) is available to the public.

I declare that:

- the information given on this form is true and correct

OR

I declare that:

- this document has been prepared in accordance with information supplied by the entity
- I have received a declaration in writing from the entity stating that the information is true and correct
- I am authorised by the entity to give this document to the Commissioner and/or Registrar

Name:*

Position held:*

 For example, Sole Trader or Tax Agent.