## How do I apply for a TFN on the web

(All underlined words are hyperlinks)

Go to:

<https://www.ato.gov.au/Individuals/Ind/Apply-for-a-TFN-on-the-web/>

## 

**Follow these three simple steps:**

**Step 1. Online form**

Complete the [online formExternal Link](https://smarteform.com.au/onlineforms/ato/tax-file-number-application-or-enquiry-for-individuals/)

**Step 2. Print summary**

After submitting your application, print your application summary – you will need it for Step 3.

**Step 3. Australia Post interview**

Visit the [Australia Post office locatorExternal Link](http://auspost.com.au/pol/app/locate/post-office/ato-individual-tfn-services) to find a participating retail outlet near you. To complete your application, you must attend an interview to present your [proof of identity](https://www.ato.gov.au/Individuals/Ind/Apply-for-a-TFN-on-the-web/?anchor=Proof_of_identity#Proof_of_identity) documents within 30 days. You can either book an appointment or simply attend a participating Australia Post retail outlet for an interview. Bookings are not essential.

Don’t forget to take your printed application summary as well as original proof of identity documents to your interview. If you're unable to attend an interview at a participating Australia Post outlet, there are [other ways to register for a TFN](https://www.ato.gov.au/forms/tfn---application-for-individuals/).

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## Signature requirements

* 16 years old or over – you must sign your application (if you are unable to sign your application, refer to [Protected persons](https://www.ato.gov.au/Individuals/Ind/Apply-for-a-TFN-on-the-web/#protected)).
* 13 to 15 years old – you or your parent or guardian can sign your application.
* 12 years old or under – your parent or guardian must sign the application on your behalf.

Any questions feel free to contact Mr Lynch