

ezytax
BLUE

abn
registration

ABN REGISTRATION

The following steps show how to register a client's ABN Number:

1. Greet the customer
2. Tell them is cost \$66 to register for an ABN
3. Have client fill CIF and ABN Registration Declaration – Go to Templates folder
Ezytax(T:)>Location>Templates>ABN Registration Declaration OR
<https://www.ezytaxblue.com.au/admin-portal> > Client Forms > ABN Registration
4. Once completed and you have determined what they wish to be registered for (see below) click here: <https://www.abr.gov.au/business-super-funds-charities/applying-abn>
5. Click on “Apply for an ABN”
6. To reactivate or apply for an ABN

Applying for an ABN

How to apply and reapply

The ABN is a unique 11 digit number that identifies your business or organisation to the government and community.

Apply or reapply for an ABN using the application below:

[Apply or reapply for an ABN ↗](#)

Watch this video to find out more about ABNs.

7. Tick that you agree to provide true and correct information.

Important information

! If you are a tax professional, we recommend you access the ABN application via [Tax Professional's Services](#).

Before starting your ABN application, you need to read and confirm you understand that:

- We review ABN applications to ensure only genuine businesses get, and keep, an ABN. You may need to provide [evidence](#) that you are entitled to an ABN.
- For each [false or misleading statement](#) made in your ABN application, a penalty of up to \$12,600 may be applied.
- We will validate your information with other agencies.
- Once you have an ABN, you must [update](#) it within 28 days of any change and cancel it if you are no longer trading or carrying on an enterprise.

I agree to provide true and correct information in this application and have read and understand my obligations.

Privacy

Your privacy is important to us. Read the [privacy statement](#) before applying for an ABN.

Cancel

Next

8. Click on sole trader for the type of entity the client is applying for.

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 ?

Cancel Next

9. For sole trader answer **YES, YES, In the form of a business** and **YES**. Once they are answered click **NEXT**.

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?* ?

Are you doing things that are consistent with running a business (use the help icon to see the list of what we look for)?* Yes No ?

10. A page will appear to confirm that what you select is correct before continuing. If not press restart.

Apply for Australian Business Number

Date: 16/02/2021

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?	In the form of a business
Are you doing things that are consistent with running a business (use the help icon to see the list of what we look for)?	Yes

Please check your responses to the above questions before selecting 'Next'. You will not be able to change your responses once you proceed to the next screen.

You are able to restart your application if the information you provided was incorrect. We suggest reviewing the information on the [Australian Business Register](#) website before submitting a new application.

11. Select **YES** if they are an Australian resident for tax purposes. Leave the tax agent information. Select **NEXT**.

Taxation information

Is the applicant an Australian resident for tax purposes? Yes No ?

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.

12. If the client is reactivating an ABN select **YES** to previously held an ABN. Enter their ABN (This can be found on ATO portal under client details). Select **YES** that they wish to apply or reapply for an ABN. If they have a Tax file Number select **YES** followed by **NO**. Click **NEXT**.

Application detail

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 or reapply 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 ?

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 icon for more information) ?

Title:

First given name:

Other given names:

Family name:

Date of birth:



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


! You are not required by law to quote a TFN but not quoting it will delay your registration.



13. Fill in the details of the clients. **TITLE, GIVEN NAME/S, FAMILY NAME, DATE OF BIRTH** and **TFN**. Select **NEXT**.


14. Select the date they wish to activate the ABN (This can also be back dated if needed). Select which best describes the nature of business they wish to carry out. Select if they are going to operate and agricultural property.

Business activity details


From what date does the Individual/Sole Trader require its ABN? / /  


 For a new ABN registration, 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.
For the reapplication of a cancelled ABN, this date cannot be in the future.


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:* 

 Government agencies may contact you regarding important information relevant to your 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 

15. Enter the **address** where the business will be carried out (this is usually the client's address). Select if the postal address is the same as the client's address. Enter the **email** that will be used for correspondence. Select if there will be more than one location and enter a **phone number**.

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: AUSTRALIA

Address: e.g Level 15 100 Miller St, North Sydney, NSW, 2060

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 ?

! Either a mobile telephone number or email address must be provided. If a work telephone number is provided then an email address must be provided.

What is the telephone number for this location? Work Mobile ?

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

Previous Cancel Print form Exit Save Next

16. Enter in the postal address for the business (this is usually the client's address).

Apply for Australian Business Number

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

Taxation information » Applicant information » Business activity details » Business address details » **Postal address details**

Postal address details

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

Country: AUSTRALIA

Address:

Previous Cancel Print form Exit Save Next

17. Enter the contact information such as mobile number and email address for the business.

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.

❗ You must provide either mobile phone number or email.

	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?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

18. Select the reason for applying for applying for an ABN (Most common is to receive payment for service or contractor).

Apply for Australian Business Number

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

Reason for application

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?*

19. Fill in the client's name and their position (this will be sole trader). Enter the date the registration is being completed.

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.

Penalties of up to \$12,000 can apply for each [false or misleading statement](#) made in an ABN application.

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
- I understand my tax and super obligations

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.

Date of declaration:*

 / / 

20. Once you select submit the application should be approved. If it is not you will have to start the application again.

NOTE: If registering for GST or PAYGW at the same time, there are further steps to complete. Follow the on-screen instructions. Or you can update it via Portal per the Updating ABN Details manual.

Important information

Ezytax Blue's Tax Agent Number is 70776007.