

## A guide to applying for an Australian Business Number (ABN) as a Private Tutor

As you will be self-employed as a private tutor, it's recommended that you apply for an ABN (for free) at <https://abr.gov.au/>

If you'd like to learn more about ABNs, see [http://www.taxpayer.com.au/KnowledgeBase/10243/Small-Business-Tax-Super/Get\\_a\\_ABN](http://www.taxpayer.com.au/KnowledgeBase/10243/Small-Business-Tax-Super/Get_a_ABN)

**Step 1:** Once you've begun your application, fill in the "ABN entitlement" screen as below.

### 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?\*

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

☐ No

?

Restart

Next

**Step 2:** Fill in the "Application detail" screen as below. If you don't already have a Tax File Number, adjust accordingly.

### Apply for Australian Business Number

ABN entitlement

Application detail

Business information

Associate details

Reason for application

Declaration

#### Application detail

**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 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

**Step 3a:** Fill in the first "Business information" screen as below.

### Apply for Australian Business Number

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

Next

**Step 3b:** Fill in the second “Business information” screen as below.

### 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.**

Previous

Cancel

Print form

Exit

Save

Next

**Step 3c:** Fill in the third “Business information” screen as below.  
Use today's date for the first question.

### 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 activity details

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

**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

Previous

Cancel

Print form

Exit

Save

Next

**Step 3d:** Complete the fourth "Business information" screen. For "position held", enter "Individual/Sole Trader".

### 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 » **Contact details**

#### Contact details

This person will be able to make changes to the Individual/Sole Trader's ABN record.

Who is the authorised contact person for the Individual/Sole Trader? Provide details of a person who may be contacted for further information.

#### Authorised contact 1

Title:	<input type="text" value="Select"/>	?	
Preferred name:	<input type="text"/>		
Family name:*	<input type="text"/>		
Position held:*	<input type="text" value="Individual/Sole Trader"/>	?	
<b>Contact telephone numbers</b>			
➤ 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.			
	<b>Area code</b>	<b>Number</b>	
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		?
<input type="button" value="Previous"/> <input type="button" value="Cancel"/>		<input type="button" value="Print form"/> <input type="button" value="Exit"/> <input type="button" value="Save"/> <input type="button" value="Next"/>	

**Step 4:** Complete the "Reason for application" screen. Select "To receive payment for services".

### 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?*	<input type="text" value="To receive payment for services"/>	?
Is this the Individual/Sole Trader's first time self employed providing personal services in Australia?*	<input checked="" type="radio"/> Yes <input type="radio"/> No	?
<input type="button" value="Previous"/> <input type="button" value="Cancel"/>		<input type="button" value="Print form"/> <input type="button" value="Exit"/> <input type="button" value="Save"/> <input type="button" value="Next"/>

**Step 5:** Complete the "Declaration" screen. For "position held", enter "Individual/Sole Trader".

## Apply for Australian Business Number

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

### Declaration

#### 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.

Date of declaration:\*

 /  /  

[Previous](#)

[Cancel](#)

[Print form](#)

[Exit](#)

[Submit](#)