

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

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		
	o an ABN. It is important you select the most accurate response that reflects your current elect 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 auto of tests that are used to determine whether you are a Individua	matically mean that you are carrying on an enterprise as a Individual (Sole trader). There are a range al (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	3
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 ONO	?
Restart	Next	

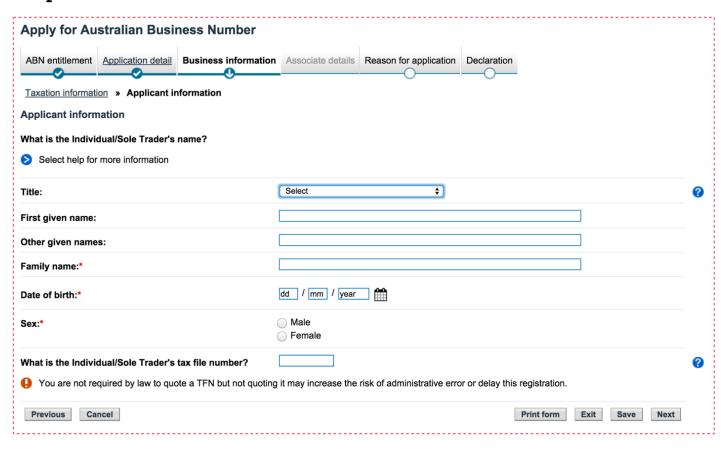
Step 2: Fill in the "Application detail" screen as below. If you don't already have a Tax File Number, adjust accordingly.

Apply for A	ustralian Busin	ess Number				
ABN entitlement	Application detail	Business information	Associate of	details Reason for application	Declaration	
Application det	ail					
Application det	tail					
	revious, Next and other roblems with the applic		of every scree	en to navigate. Please minimise	e use of browser navigation buttons (back and forward)	
For taxation purp	poses which type of e	entity is the		(Sole trader)		
аррисант				, Partnership, Trust or other org nuation entity	ganisation	
	int currently have an r previously had an A	Australian Business BN?*	○ Yes	No		3
Australian Busin	yes to the question a less Number (ABN) c by the applicant?					?
Not quoting y	our ABN may delay th	e registration process.	You can sear	ch for your current or previous	ABN using <u>ABN lookup</u> ⊡.	
Does the applica Business Number	ent wish to apply for a er (ABN)?*	ın Australian	Yes	○ No		0
Does the applica	int have a Tax File Nu	mber?*	Yes	○ No		3
Does the applica	ent wish to apply for a	Tax File Number?*	Yes	No		0
Cancel					Next	

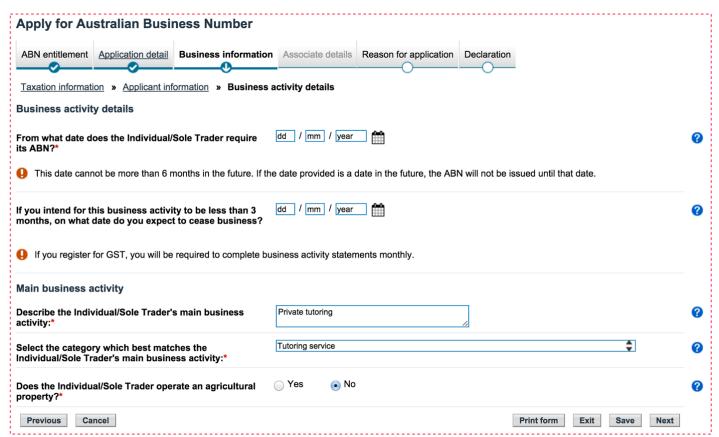
Step 3a: Fill in the first "Business information" screen as below.

Apply for Australian Business Number		
ABN entitlement Application detail Business informatio	Associate details Reason for application Declaration	
Taxation information		
Taxation information		
Is the applicant an Australian resident for tax purposes?*		?
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	n. If you can not find this number, leave this blank.	?
Previous Cancel	Next	

Step 3b: Fill in the second "Business information" screen as below.



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



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	
<u>Taxation information</u> » <u>Applicant information</u> » <u>Business a</u>	activity details » Bus	siness address details »	Contact details	
Contact details				
This person will be able to make changes to the Individual/ Who is the authorised contact person for the Individual/Sole Tra			contacted for further information.	
Authorised contact 1				
Title:	Select	\$)		8
Preferred name:				
Family name:*				
Position held:*	Individual/Sole Trader			3
Contact telephone numbers				
If a mobile phone number is to be inserted as the business 6 digits.	or after-hours numb	er then the number is to b	be split into two sections one of 4 digits and the other of	·
	Area code Number			•
Business:				3
After hours :				
Facsimile :				
Mobile:				
Email address:				?
Preferred language:	English	‡		?
If other, please specify:				
More contacts?	Yes • No			?
Previous Cancel			Print form Exit Save 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 Reas	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?* To receive payment for so	ervices ‡
Is this the Individual/Sole Trader's first time self • Yes No employed providing personal services in Australia?*	②
Previous Cancel	Print form Exit Save Next

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

