

## Joining the Workforce.

The first thing you need to do before joining the workforce is get a TFN.

## What Is a TFN?

A TFN is short for a tax file number. A tax file number is a unique identifier issued by the Australian Taxation Office to each taxpayer.

## When do I apply for a TFN?

You can apply for a TFN at any age. However, if you are:

- 12 years old or under – your parent or guardian must sign on your behalf.
- 13 to 15 years old – you or your parent or guardian can sign.
- 16 and over, you sign for yourself.

## How do I apply for a TFN?

To apply for a TFN, complete an online form at the ATO website, print the form which will include your application reference number and take to a participating Australia Post retail outlet for your Australia Post interview. You will need to provide proof of identity. And sign the application at Australia Post upon completion of the interview. (Check ATO for details on proving your identity).



## Contact Us:

### Gold Coast Office (Head Office)

Suite 12A/1 Station Street  
Nerang Q 4211

### Brisbane Office

Suite 4/13 Cameron Street  
Beenleigh Q 4207

### Postal

PO Box 3284  
Nerang Q 4211

**07 5596 5758**

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**Plant &  
Associates** pty  
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Accounting, Tax and Business Advice

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Tax agent  
79550008



## What is a tax agent?

A tax agent is a specialist accountant who has studied tax and law to be registered by the Tax Practitioners Board. Being registered means that they are licensed to provide tax services to the public.

## Cost to do a Tax Return with Plant and Associates?

Children under 18 years are free of charge when completed with an adult's tax return

Adults tax returns are:

- \$121 for a basic return (salary and wage, dividend/distributor, bank interest and no deductions)
- \$187 for a standard return (salary and wage, bank interest and work-related deduction.)
- \$66 additional to the above per rental schedules, investments and business schedule.

## When do I need to lodge a tax return?

The Australian income year ends on 30 June. You have from 1 July to 31 October to lodge your tax return for the previous income year. If you use a registered tax agent to prepare and lodge your tax return, you may be able to lodge later than 31 October.

## When do I need to notify the ATO that I do not need to lodge a tax return?

If you earned \$18,200 or less in the past financial year AND you had no tax withheld from that income, you might not be required to lodge a tax return. But be careful: This does not mean you can ignore your obligation to declare your income. Everyone needs to either lodge a tax return or lodge a "non-lodgment advice" form.

## How do I lodge a tax return?

You can lodge a Tax return:

1. online – this is the easiest and quickest way to lodge.
2. by completing a paper tax return form.
3. through a registered tax agent

## How is Plant and Associates different?

Unlike other accounting businesses Plant and Associates is a proactive business, meaning they plan ahead to foresee potential issues and help you to avoid them.

## Educating our clients

Plant and Associates are dedicated to ensuring clients have access to all the information they require to make a well informed decision about their wealth creation and taxation matters. They do this through meetings, articles and newsletters.

**We are a school and would like a tax agent (accountant) to come and speak to the students about basic finance such as tax lodgement requirements.**

## Can you do it?

Yes, we can come to schools and explain, but only during non-peak tax season months such as February, March, April and November.

## FREE 30 minute meeting

Contact Plant and Associates for a free 30 minute meeting to learn more.



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