

Click the Apply now button at the bottom of the page

Step 2 – Gather your documents

You will need to have some information the ATO knows about you when you apply for your director ID:

- your tax file number (TFN)
- your residential address as held by the ATO
- information from two documents to [verify your identity](#).

Examples of the documents you can use to verify your identity include:

- bank account details
- an ATO notice of assessment
- super account details
- a dividend statement
- a Centrelink payment summary
- PAYG payment summary.

Step 3 – Complete your application

Once you have a myGovID with a Standard or Strong identity strength, and information to verify your identity, you can log in and apply for your director ID. The application process should take less than 5 minutes.



Tick the check box agreeing to the terms and conditions of use.

Proof of record ownership

Getting started Your details Confirm it is your record

1 2 3

Getting started

All fields marked with an * are mandatory.

By continuing, you agree to your digital identity provider sharing your name and date of birth with the Australian Taxation Office (ATO) for the purpose of:

- > Identifying your individual ATO record - you may be asked for your Tax file number (TFN) or address
- > Confirming the matched ATO record belongs to you - you may be asked further questions
- > Linking your digital identity with your ATO record

Privacy: For important information about your privacy, see our [Privacy Notice](#)

I agree to the terms and conditions of use. *

Cancel Next

Australian Taxation Office
Working for all Australians

Suite 7, 24-30 Wharf Street | PO Box 832 | Forster NSW 2428


P 02 6554 9511 | E info@tjlbiz.com.au

www.tjlbiz.com.au

Double check your name and D.O.B are correct – you should then see a green tick at the top of the page stating “Your ATO record has been verified.”



Proof of record ownership

 **Your ATO record has been verified**
Select Next to progress through

Getting started **Your details** Confirm it is your record



Your digital identity details

Name

Your Full Name



Date of birth

Your Date of Birth



Cancel

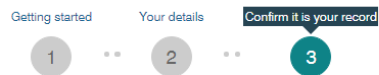
Next



Tick and complete the information required on two of the below options to prove your identity with the ATO.



Proof of record ownership



Confirm it is your record

All fields marked with an * are mandatory.

To protect the security of your record the Australian Taxation Office (ATO) will need to ask you two questions.

Answer two questions from the list below

<input type="checkbox"/> Bank account details ?
<input type="checkbox"/> Centrelink payment summary ?
<input type="checkbox"/> Dividends statement ?
<input type="checkbox"/> Notice of assessment ?
<input type="checkbox"/> PAYG payment summary ?
<input type="checkbox"/> Superannuation account details ?



By continuing, you agree to this information being provided to the ATO to verify your ATO record. If successful, you agree to having your digital identity permanently linked to your ATO record.

Privacy: For important information about your privacy, see our [Privacy Notice](#) ?

I agree to verifying and linking my record. *



Cancel

Submit

The two simplest forms will be to provide the bank account number and bsb that you have listed with the ATO

And

Your latest Notice of Assessment (Within the last 5 yrs) you will need the "Date of issue" and the "Our Reference"

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Australian Government
Australian Taxation Office



Tax period ending

Tax file number

Date of issue 12 August 2021

Our reference XXX XXX XXX XXXX

Internet: www.ato.gov.au Phone enquiries: 13 28 61

Notice of assessment - year ended 30 June 2021

Income Tax Assessment Act 1936 and Income Tax Assessment Act 1997

Description	Debits \$	Credits \$
Your taxable income is :		
Tax on your taxable or net income		

Result of this notice

Outcome of this notice

Total amount payable/refundable

Please see over for important information about your assessment

Other information relevant to your assessment:

The Commissioner rounds down certain small amounts that may be owed by you or may be refunded to you. You may have transactions on your account where this has occurred.

If you need any assistance in this please contact your client manager or our office on 02 6554 9511

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