# New staff to complete

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| **Questions** | **New staff to answer** |
| Full legal name per passport,  LAST NAME IN CAPITALS.  SMITH, Adam |  |
| Tax File Number (TFN) If you DO NOT have one, [apply for one here](https://www.ato.gov.au/individuals/tax-file-number/apply-for-a-tfn/), | \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ |
| Date of Birth dd/mm/yyyy |  |
| Home address Street, Suburb, State, Post code |  |
| Email & mobile |  |
| Circle the one that describes you | * Australian Resident for tax purpose * Foreign resident for tax purposes * A working holiday-maker |
| Do you want to claim the tax-free threshold? | You can only claim this for 1 job per financial year  Circle: Yes / No |
| Do you have Student study debt? | Circle: Yes / No |
| Circle yes/no: Do you already have a superfund? | * Yes – provide your super statement showing:   + Superfund and fund type name  e.g.: AMP, fund type: SignatureSuper   + ABN & USI ………………………………………………..…   + Account/member number …………………………………….   + Attach Letter of compliance * No – the employer will make you account with AustralianSuper |

# Employer/Business owner to complete

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| **Questions** | **Business owner to answer** |
| Circle which one employment category the new staff will be | * Full/part-time? * Casual? |
| What level classification are they per the FairWork?   * see Fairwork industry award * or contact our office for help + describe their role |  |
| What is the date the staff first started working for you? dd/mm/yyyy |  |