

14 November 2022

## Tax File Number (TFN) Notification

Please complete these instructions in BLACK INK using CAPITAL LETTERS and ✓ boxes where provided.

**Please note:** Before providing your TFN, please ensure that you read the information below, which outlines important information regarding the collection of your TFN.

### Step 1: Client details

Account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title (Dr/Mr/Mrs/Ms/Miss)	<input type="text"/>	Surname	<input type="text"/>				
Given name(s)	<input type="text"/>						
Date of birth	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>		

### Step 2: Tax file number

Tax file number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Step 3: Client declaration

I have read and understood the way in which the Trustee/Service Operator may use my TFN.

I understand that any personal information provided in this form will be handled in accordance with the Trustee/Service Operator's privacy policy, available at [www.myexpand.com.au/privacy](http://www.myexpand.com.au/privacy).

Client full name	<input type="text"/>		
Client signature	<input type="text"/>	Date	<input type="text"/>
		/	<input type="text"/>
		/	<input type="text"/>

## TFN Notification – Important Information

### Super and Pension

#### What if you do not want to provide your TFN?

You are not required to provide your TFN, and it's not an offence if you don't. However, without your TFN we are required by law to reject any non-employer contributions, such as personal or spouse contributions (unless you provide us with a TFN within 30 days of contribution). Additional tax will also apply to your employer contributions, and we will be required to withhold at the top marginal rate from any withdrawals you make under age 60. If you provide your TFN you will be able to make the most of your super and it may be easier to keep track of your account and contribution information through the ATO.

#### What will the Trustee use your TFN for?

Under superannuation law, the Trustee is required to ask you for your TFN. If you provide your TFN to us, we will only use it for legal purposes such as providing it to the Australian Taxation Office (ATO) for the purpose of calculating any excess contributions tax, providing it to another superannuation provider if your account balance is rolled over (unless you ask us not to), identifying your superannuation benefits where other information is insufficient or calculating tax on benefit payments you may be entitled to. It may also be difficult to find your superannuation benefits if you change address without notifying your fund or to amalgamate any multiple superannuation accounts. These purposes may change in the future.

**For more information, please contact us or the ATO Superannuation Helpline on 13 10 20.**

### Investment

#### Tax Office notifications

You are not required to quote your TFN or claim an exemption from providing a TFN. However, if you are an Australian resident for taxation purposes and a TFN is not provided or an exemption is not claimed, we are required by law to withhold tax at the top marginal tax rate plus the Medicare Levy from any income distributions and interest payments through Expand.

This form should only be completed by individual or joint investors and is not suitable for self-managed superannuation funds, companies or Australian resident trusts.

#### Please forward all correspondence and enquiries to

**Post:** Expand  
Reply Paid GPO Box 264, Melbourne VIC 8060

**Email:** [clientfirst@myexpand.com.au](mailto:clientfirst@myexpand.com.au)

**Telephone:** 1800 517 124

**Web:** [www.myexpand.com.au](http://www.myexpand.com.au)