

# Notification of Australian Business Number and reference identification for tax treatment purposes and Recipient Created Tax Invoice agreement (HW055)

## When to use this form

Use this form if you receive or may receive payments from Services Australia that are subject to Goods and Services Tax (GST). You must comply with the requirements of the GST legislation by:

- entering into a Recipient Created Tax Invoice (RCTI) agreement with Services Australia
- providing the Australian Business Number (ABN) of the enterprise
- advising Services Australia if your ABN reference identification (ID) details change.

By completing this form, you are entering into an agreement with Services Australia.

## Important information

You must have an ABN to enter into a RCTI agreement with Services Australia.

## For more information

Go to [servicesaustralia.gov.au/healthprofessionals](http://servicesaustralia.gov.au/healthprofessionals) or call 1800 653 629 Monday to Friday, 9 am to 5 pm, Australian Eastern Standard Time.

### Filling in this form

You can complete this form on your computer using Adobe Acrobat Reader, or you can print it.

For help on how to fill in our forms, go to [www.servicesaustralia.gov.au/formhelp](http://www.servicesaustralia.gov.au/formhelp)

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.

### Returning this form

Check that you have answered all the questions you need to answer and that you have signed and dated this form.

Return this form and any supporting documents by:

- **email to [abn.rcti.notifications@servicesaustralia.gov.au](mailto:abn.rcti.notifications@servicesaustralia.gov.au)**  
There may be risks with sending personal information through unsecured networks or email channels.
- post to  
Services Australia  
GST Programme  
PO Box 2956  
ADELAIDE SA 5001
- fax to 1800 069 288

## Contact person's details

The contact person is the person who is authorised to discuss details about this form. The contact person must be authorised by the owner(s) of the organisation to advise Services Australia of changes. All correspondence will be addressed to the contact person.

1 Dr  Mr  Mrs  Miss  Ms  Mx  Other

Family name

First given name

2 Postal address

  

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Postcode

3 Daytime phone number (including area code)

Mobile phone number

Fax number (including area code)

Email

4 Position held

## Taxation status

You must have an ABN to enter into a RCTI agreement with Services Australia.

5 Australian Business Number (ABN)

ABN branch registration number, if applicable

6 Business or trading name under which the ABN is registered



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