

Onboarding – Add Tax File details in CAPS

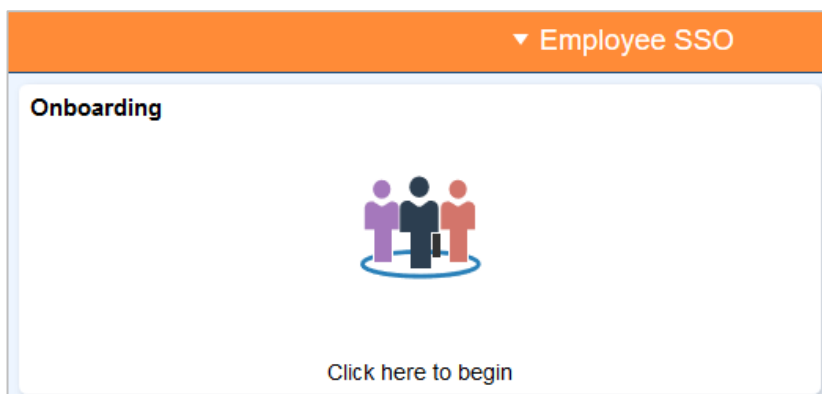
Introduction

This guide describes how to add Tax File Details in the Onboarding form.
For more information about completing your Tax File form visit the ATO website:
<https://www.ato.gov.au/Forms/TFN-declaration/>

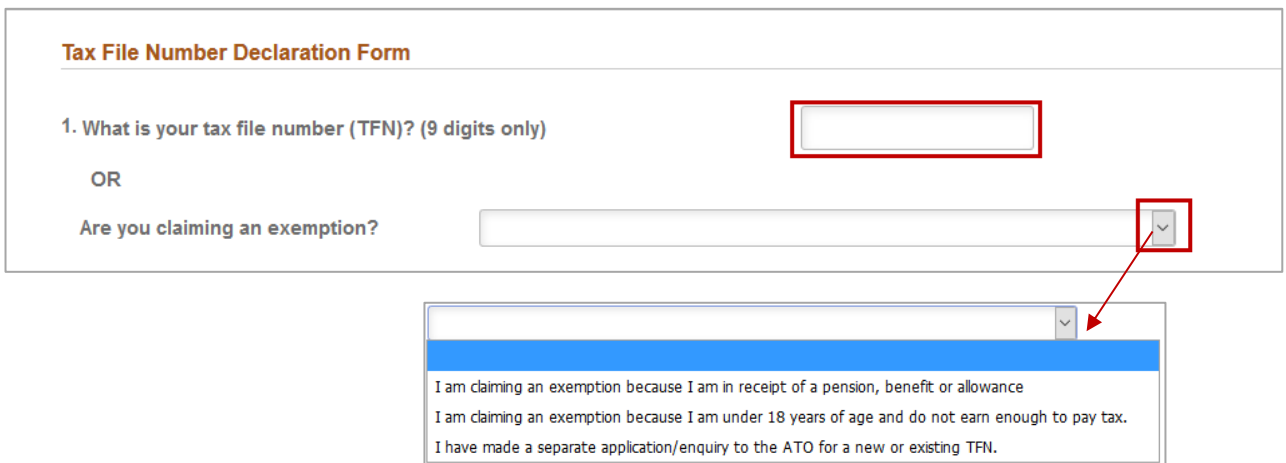
Procedure

Log in to SSO

1. Click on the **Onboarding** tile.



2. Enter your Tax File number OR click on the drop down list to choose the appropriate exemption – to find out more about exemptions visit the website:
<https://www.ato.gov.au/Forms/TFN-declaration/>



The screenshot shows the 'Tax File Number Declaration Form'. The title 'Tax File Number Declaration Form' is at the top. Below it, there is a question: '1. What is your tax file number (TFN)? (9 digits only)'. To the right of this question is a red-bordered input field. Below this, there is the text 'OR' and another question: 'Are you claiming an exemption?'. To the right of this question is a dropdown menu with a downward arrow. A red arrow points from this dropdown menu to a larger screenshot below it. This larger screenshot shows the dropdown menu expanded, displaying three options: 'I am claiming an exemption because I am in receipt of a pension, benefit or allowance', 'I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax.', and 'I have made a separate application/enquiry to the ATO for a new or existing TFN.'

3. Choose the appropriate entry from the drop down list

2. Are you:

- A foreign resident for tax purposes
- A working holiday maker
- An Australian resident for tax purposes

4. Complete the rest of the questions on the form and click **Save**.

If you need help with any of the questions you can click on the question mark box for more information.

3. Do you want to claim the tax-free threshold from this payer? Yes No

4. Do you have a Higher Education Loan Program (HELP), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt? Yes No

5. Do you have a Financial Supplement debt? Yes No

Contact Us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or hrrservicecentre@adelaide.edu.au