

Onboarding – Add Tax File details

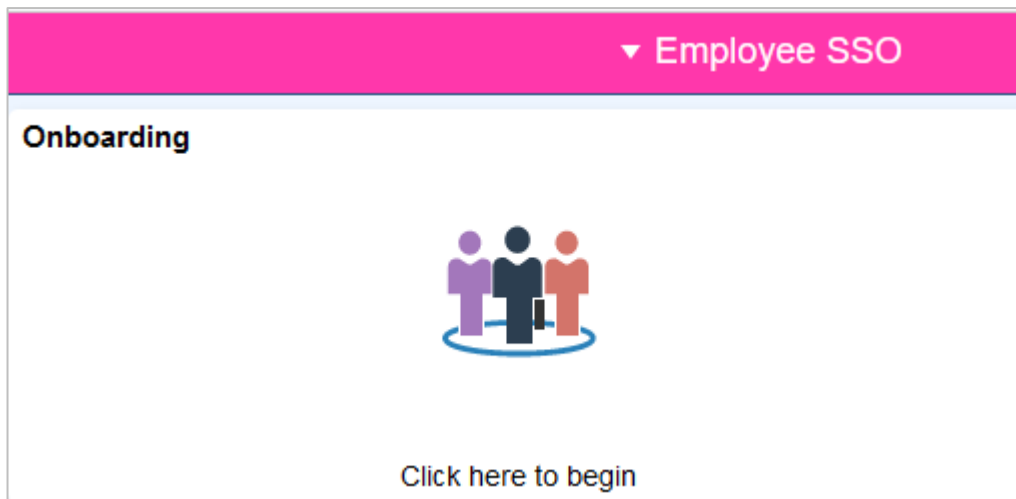
Introduction

This guide describes how to add Tax File Details in the Onboarding form.

Procedure

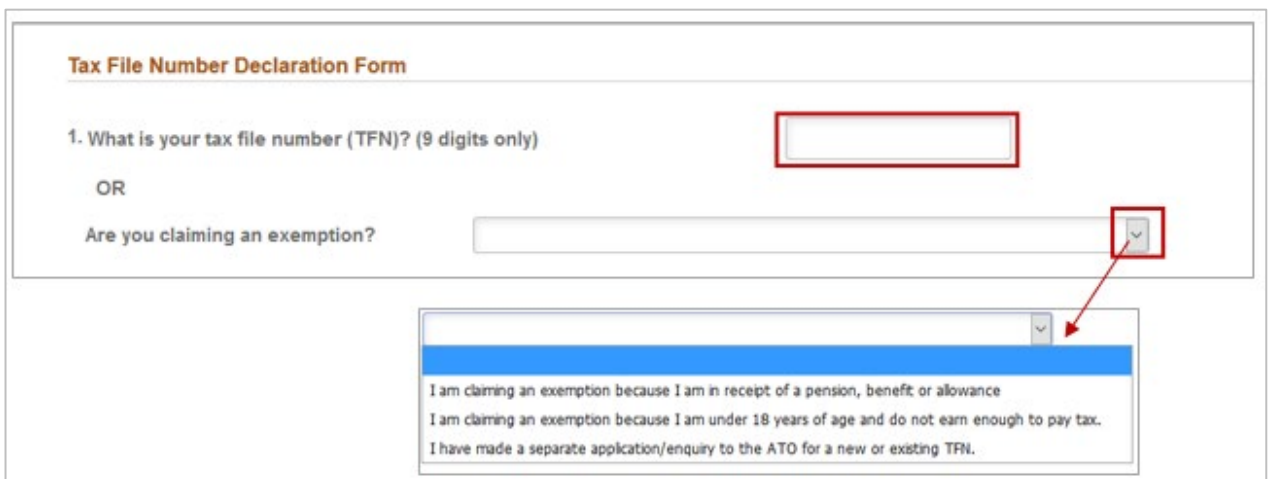
Log in to SSO

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 a form titled "Tax File Number Declaration Form". The first question is "1. What is your tax file number (TFN)? (9 digits only)" with a red rectangular box around the input field. Below this is the word "OR" and the question "Are you claiming an exemption?" with a dropdown menu. A red arrow points to the dropdown menu, which is open, showing 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

The screenshot shows a form field labeled "2. Are you:" with a question mark icon to its right. A dropdown menu is open, displaying three options: "A foreign resident for tax purposes", "A working holiday maker", and "An Australian resident for tax purposes". A red box highlights the dropdown arrow, and a red arrow points from it to the dropdown menu.

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.

The screenshot shows three questions on a form, each with a question mark icon and radio buttons for "Yes" and "No":

- 3. Do you want to claim the tax-free threshold from this payer?
- 4. Do you have a Higher Education Loan Program (HELP), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt?
- 5. Do you have a Financial Supplement debt?

A green "Save" button is highlighted with a red box at the bottom left of the form.

Contact Us

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