



If you require help, please contact us at hello@learnmate.com.au

<u>SET UP AN ABN WITH LEARNMATE</u>	PAGE 1
<u>ADD YOUR ABN TO YOUR LEARNMATE PROFILE</u>	PAGE 11

SET UP AN ABN WITH LEARNMATE

In order to ensure you can receive payment from LearnMate, we kindly request that you set up an ABN (Australian Business Number) shortly after receiving your confirmation of employment from LearnMate. When employed by LearnMate, you'll be working as an independent contractor, which means an ABN is legally required.

Getting an ABN is free and easy. Once you've created an ABN, please add it to your LearnMate account (as specified on the last page of this guide).

1. Start by going to this link: <https://abr.gov.au/For-Business,-Super-funds---Charities/Applying-for-an-ABN/>

If this above link doesn't work, please note that the ABR sometimes changes its link. If this doesn't work, please contact us at hello@learnmate.com.au and we will update the guide accordingly.

2. Click on 'Apply for an ABN' as shown below:

If you previously had an ABN that's been cancelled, and your latest application is successful:

- you'll be re-issued with the same ABN if your business structure hasn't changed; for example, you previously had an ABN as an individual (sole trader) and you're applying again as an individual – make sure you quote your cancelled ABN in your application
- you'll receive a new ABN if your business structure has changed; for example, from a sole trader to a partnership.

Apply for an ABN

or

Return to saved ABN application

If your application is successful:

3. Please tick all the boxes on the following page:

Important information

Important information about your ABN application

Before starting your application you need to acknowledge you understand your eligibility to get an ABN.

I have all the necessary information to complete the ABN application

I understand the best structure for my business

For example: Sole Trader, Company, Partnership, Trust or Superannuation Fund [\(Read more\)](#)



I have the TFN, date of birth and name, OR name, address and date of birth for all key people in my business

For example: Partners, directors, trustees [\(Read more\)](#)



I believe I am entitled to an ABN

I am not applying just because I have been asked to get an ABN as a condition of employment

Successful ABN applications may be reviewed and if an employer has required you to get an ABN it means you are unlikely to be entitled and your ABN may be cancelled [\(Read more\)](#)



I meet a number of the key characteristics of a business, or will once started, eg:



- I source my own clients
- I can delegate my work to others if I choose
- I invoice for my work and set my rate of pay
- I have a bank account for the business separate from my own bank account
- I am responsible for my own public liability, professional indemnity and/or workers compensation/income protection insurance
- I have taken real steps to start my business, or
 - I am running an enterprise or
 - I am a Corporations Act company [\(Read more\)](#)

I can provide evidence that I am entitled to an ABN if requested.

We review some successful ABN applications to ensure only businesses, enterprises or Corporations Act companies get, and keep, an ABN [\(Read more\)](#)



I understand my obligations

To provide true and correct information in my ABN application

Penalties of up to \$12,600 can apply for each false or misleading statement made in an ABN application [\(Read more\)](#)



Once I have an ABN I must keep it up to date (within 28 days of any change) and cancel it once I am no longer trading or carrying on an enterprise [\(Read more\)](#)



Privacy

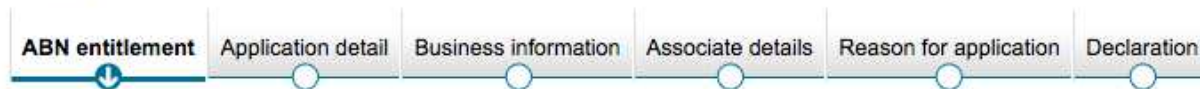
Your privacy is important to us. Read this [privacy statement](#) before using the Australian Business Register (ABR) transaction site.

Cancel

Next

4. On the next page, please fill out the information as shown below:

Apply for Australian Business Number



ABN entitlement

ABN Entitlement

The following questions will assist in determining entitlement to an ABN. It is important you select the most accurate response that reflects your current circumstances. If you are unsure how to answer a question, select the help icon to the right of the question. Compulsory questions are marked with an asterisk (*).

For taxation purposes which type of entity is the applicant?*

Individual (Sole trader)
 Company, Partnership, Trust or other organisation
 Superannuation entity



Individual (Sole trader)

It is important to know that applying for an ABN does not automatically mean that you are carrying on an enterprise as a Individual (Sole trader). There are a range of tests that are used to determine whether you are a Individual (Sole trader) carrying on an enterprise.

The following questions will assist in determining whether you are considered to be a Individual (Sole trader) carrying on an enterprise.

Will your activities be carried out in Australia?*

Yes
 No



Have you started or are you taking steps to start your activity?*

Yes
 No



What is the nature of your activity?*

In the form of a business



Are you doing things that are consistent with running a business (use the help icon to see the list of what we look for)?*

Yes
 No



Restart

Next

Apply for Australian Business Number



ABN entitlement » ABN entitlement report

ABN entitlement report - Individual/Sole Trader

From the information provided: You are entitled to an ABN

Date: 26/09/2017

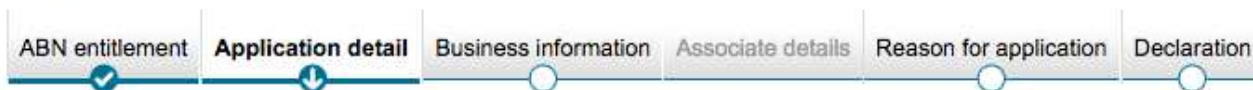
Questions	Answers
Will your activities be carried out in Australia?	Yes
Have you started or are you taking steps to start your activity?	Yes
What is the nature of your activity?	In the form of a business
Are you doing things that are consistent with running a business (use the help icon to see the list of what we look for)?	Yes

Restart Cancel

Print report Next

5. Please fill out the information below as specified on the next page (continue clicking 'Next' to see these pages):

Apply for Australian Business Number



Application detail

Application detail

Please use the Previous, Next and other buttons at the bottom of every screen to navigate. Please minimise use of browser navigation buttons (back and forward) as it may cause problems with the application.

For taxation purposes which type of entity is the applicant?*

- Individual (Sole trader)
- Company, Partnership, Trust or other organisation
- Superannuation entity

Does the applicant currently have an Australian Business Number (ABN) or previously had an ABN?*

Yes No

If you answered yes to the question above, what is the Australian Business Number (ABN) currently or previously held by the applicant?

! Not quoting your ABN may delay the registration process. You can search for your current or previous ABN using [ABN lookup](#).

Does the applicant wish to apply for an Australian Business Number (ABN)?*

Yes No

Does the applicant have a Tax File Number?*

Yes No

Does the applicant wish to apply for a Tax File Number?*

Yes No

Cancel

Next

PLEASE NOTE: If you currently have an ABN, then you can stop the process here and just provide it to us. **If you currently don't have a TFN, you will need to select 'No' then 'Yes' for the last two questions, respectively - and then apply for a TFN (Tax File Number) before you can get an ABN.**

6. Please fill out the information below as specified on the next page (continue clicking 'Next' to see these pages):

Apply for Australian Business Number

ABN entitlement Application detail **Business information** Associate details Reason for application Declaration

Taxation information

Taxation information

Is the applicant an Australian resident for tax purposes? Yes No [?](#)

[>](#) Select help for important information.

If the applicant uses, or intends to use the services of a tax agent, what is the tax agent's registration number? [?](#)

[>](#) You may find this number on the applicant's last tax return. If you can not find this number, leave this blank.

7. Please fill out the information below as specified on the next page (continue clicking 'Next' to see these pages):

Apply for Australian Business Number

ABN entitlement Application detail **Business information** Associate details Reason for application Declaration

Taxation information » **Applicant information**

Applicant information

What is the Individual/Sole Trader's name?

[>](#) Select help for more information

Title: [?](#)

First given name:

Other given names:

Family name:

Date of birth: / /

What is the Individual/Sole Trader's tax file number? [?](#)

You are not required by law to quote a TFN but not quoting it will delay your registration.

On this page, make sure that you add in your full name, your DOB and your Tax File Number (TFN). If you are not sure what this is, then you don't need to add this in now.

8. Please fill out the information below as specified on the next page (continue clicking 'Next' to see these pages):

Apply for Australian Business Number

ABN entitlement Application detail **Business information** Associate details Reason for application Declaration


[Taxation information](#) » [Applicant information](#) » **Business activity details**

Business activity details


From what date does the Individual/Sole Trader require its ABN?*

/ / 




 For a new ABN registration, this date cannot be more than 6 months in the future. If the date provided is a date in the future, the ABN will not be issued until that date.
For the reapplication of a cancelled ABN, this date cannot be in the future.

If you intend for this business activity to be less than 3 months, on what date do you expect to cease business?

/ / 




 If you register for GST, you will be required to complete business activity statements monthly.

Main business activity

Describe the Individual/Sole Trader's main business activity:*



 Government agencies may contact you regarding important information relevant to your business activity.

Select the category which best matches the Individual/Sole Trader's main business activity:*



Does the Individual/Sole Trader operate an agricultural property?*

Yes No



As can be seen above, you need to make sure that you leave the second set of dates blank and select 'Tutoring service' from the dropdown box (above the last question).

9. Please fill out the information below as specified on the next page (continue clicking 'Next' to see these pages) and **MAKE SURE YOU ADD IN YOUR CONTACT DETAILS SPECIFIC TO YOU**. Below are just sample contact details, so do not copy these.

Main business address

Where is the Individual/Sole Trader's main business address?

This must be a street address, eg 123 Smith Street Smithfield and not a post office box number or other delivery point address. This can be your home address if you operate a home based business.



Country:	<input type="text" value="AUSTRALIA"/>
Address:	<input type="text" value="e.g Level 15 100 Miller St, North Sydney, NSW, 2060"/>
Address line 1:	<input type="text" value="12 Albert Street"/>
Address line 2:	<input type="text"/>
Suburb/town/locality:	<input type="text" value="Hawthorn East"/>
State/territory:	<input type="text" value="VICTORIA"/>
Postcode:	<input type="text" value="3123"/>
Is the Individual/Sole Trader's postal address the same as the business address?	<input checked="" type="radio"/> Yes <input type="radio"/> No
What is the Individual/Sole Trader's email address for service of notices and correspondence?	<input type="text" value="contact@example.com"/>
Does the Individual/Sole Trader have more than one business location in Australia?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
What is the telephone number for this location?	<input type="radio"/> Work <input checked="" type="radio"/> Mobile
	<input type="text" value="61"/> <input type="text" value="438478758"/>
What is the email address for this location?	<input checked="" type="checkbox"/> Same as service of notice email
	<input type="text"/>

Previous

Cancel

Print form

Exit

Save

Next

10. Please fill out the information below as specified on the next page (continue clicking 'Next' to see these pages) and **MAKE SURE YOU ADD IN YOUR CONTACT DETAILS SPECIFIC TO YOU.** Below are just sample contact details, so do not copy these.

Apply for Australian Business Number

ABN entitlement
 Application detail
 Business information
 Associate details
 Reason for application
 Declaration

[Taxation information](#) »
 [Applicant information](#) »
 [Business activity details](#) »
 [Business address details](#) »
 Contact details

Contact details

This person will be able to make changes to the Individual/Sole Trader's ABN record.

Who is the authorised contact person for the Individual/Sole Trader? Provide details of a person who may be contacted for further information.

Authorised contact 1

Title: ?
 Preferred name:
 Family name:*
 Position held:* ?

Contact telephone numbers

> If a mobile phone number is to be inserted as the business or after-hours number then the number is to be split into two sections one of 4 digits and the other of 6 digits.

	Area code	Number	
Business :	<input type="text"/>	<input type="text"/>	?
After hours :	<input type="text"/>	<input type="text"/>	
Facsimile :	<input type="text"/>	<input type="text"/>	
Mobile:	<input type="text"/>		
Email address:	<input type="text"/>		?
Preferred language:	<input type="text" value="English"/>		?
If other, please specify:	<input type="text"/>		

More contacts? Yes No ?

11. Please fill out the information below as specified on the next page (continue clicking 'Next' to see these pages). Note the last question may vary depending on your situation, but for most people this would be 'Yes'.

Apply for Australian Business Number

ABN entitlement <input checked="" type="checkbox"/>	Application detail <input checked="" type="checkbox"/>	Business information <input checked="" type="checkbox"/>	Associate details	Reason for application <input checked="" type="checkbox"/>	Declaration <input type="checkbox"/>
---	--	--	-------------------	--	--------------------------------------

Reason for application

Reason for application

Select the reason that best describes why the Individual/Sole Trader is applying for an ABN.

Why is the Individual/Sole Trader applying for an ABN?*

Contractor/Sub-contractor



Is this the Individual/Sole Trader's first time self employed as a contractor/sub-contractor in Australia?*

Yes No



Previous

Cancel

Print form

Exit

Save

Next



12. Sign the document as well as date it and declare your position held as shown below (also change your 'Name' from the sample as one shown below):

Apply for Australian Business Number

ABN entitlement Application detail Business information Associate details Reason for application Declaration

Declaration

Declaration

-  We suggest that you print a copy of your completed application for your records as you will not be able to print a copy after submitting this application.
-  [Penalties](#) may be imposed for giving false or misleading information.

Privacy

We are authorised by taxation laws, including the Income Tax Assessment Act 1936, A New Tax System (Australian Business Number) Act 1999, A New Tax System (Goods and Services Tax) Act 1999 and the Taxation Administration Act 1953 to collect the information requested on this form. We need this information to help us administer these Acts and to help us maintain the details relating to you that are recorded in the Australian Business Register (ABR) and other ATO systems.

Where authorised by taxation laws to do so, we may give this information to other [Commonwealth, State, Territory and local government agencies](#). [Selected ABR information](#) is available to the public.


I declare that:


- the information given on this form is true and correct


OR



I declare that:

- this document has been prepared in accordance with information supplied by the entity
- I have received a declaration in writing from the entity stating that the information is true and correct
- I am authorised by the entity to give this document to the Commissioner and/or Registrar

Name:* 

Position held:* 

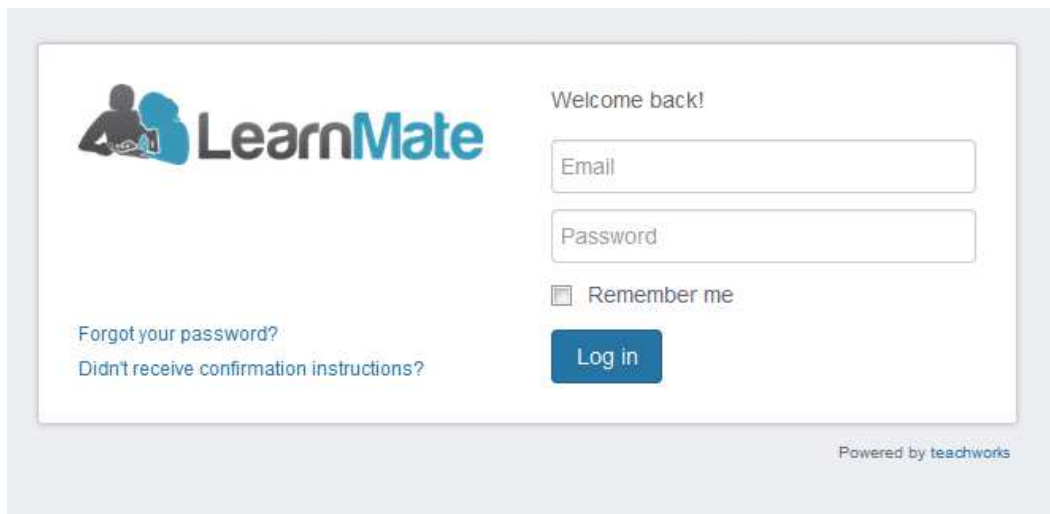
 For example, Sole Trader or Tax Agent.

Date of declaration:* / /  

Click 'Submit' and you're done! Please see the next page on what to do next...

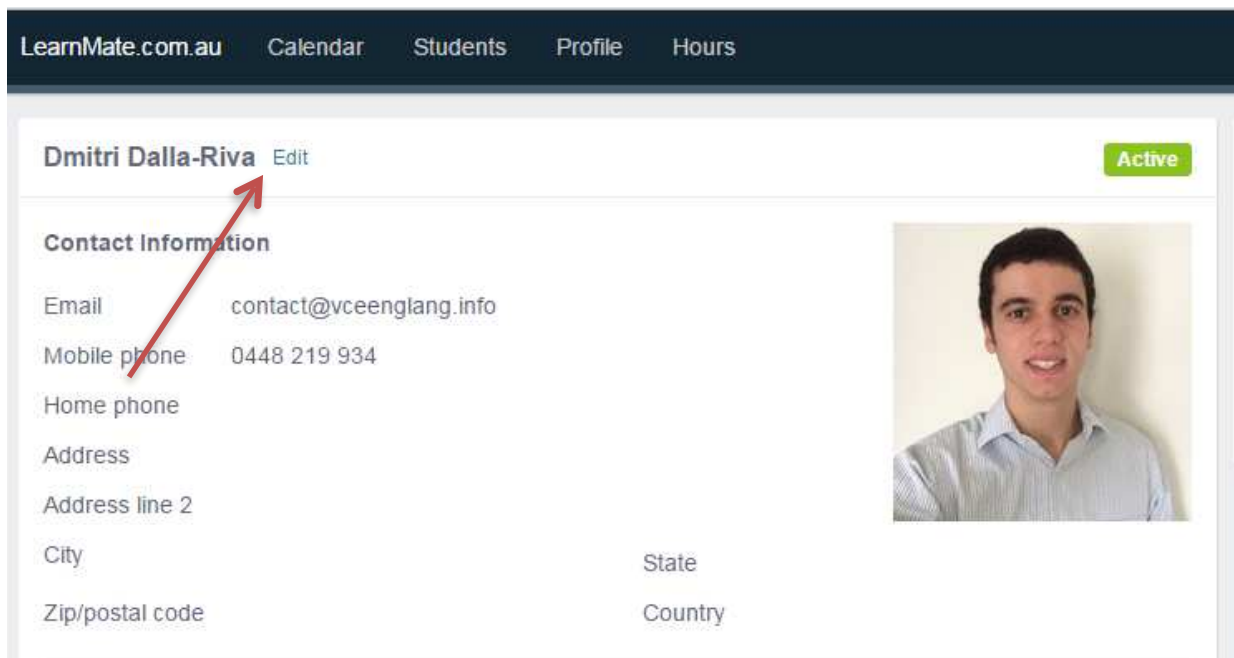
ADD YOUR ABN TO YOUR LEARNMATE PROFILE

1. Start by logging into your online LearnMate account at: <https://learnmate.teachworks.com/accounts/login>



2. Once logged in, click on the 'Profile' button in the navigation bar. Then, click on the 'Edit' button next to your name.

In this section of the LearnMate account, you will be able to edit your contact information as well as update your payment methods. Remember that LearnMate pays weekly via either bank transfer or PayPal.



3. To enter your ABN information, please scroll to the 'Additional Details' section of your profile information. Please enter your complete ABN in the field marked 'Your ABN (Australian Business Number)'.

Additional Details

Which school did you attend? What was your ATAR?

Scotch College - 95.40

Do you have any previous tutoring experience?

Yes No

What's your availability? Please advise at least one day and time.

ALL DAYS

Do you have a valid Working With Children Check?

Yes No

Do you have a car and a current driver's licence?

Yes No

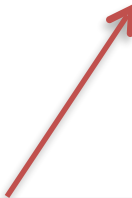
Your PayPal Email Address

Your Bank Details (Account Name, BSB, Account Number)

Your ABN (Australian Business Number)

How would you prefer to be paid?

PayPal Bank Transfer



**ONLY ENTER ONE
PAYMENT METHOD**

ADD IN YOUR ABN HERE