



If you require help, please contact us at [hello@learnmate.com.au](mailto:hello@learnmate.com.au)

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## **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 below).

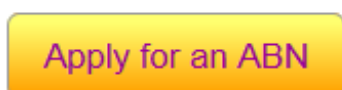
1. Start by going to this link:

**<https://abr.gov.au/ABRWeb/AbnApply.abr?pid=71>**

Be sure to click on 'Apply for an ABN'.

### **Applying for other business registrations**

If your application is successful or if you get a reference number you can continue and apply for other [business registrations](#).



#### **[Saving your ABN application](#)**

You can save and return to your application as many times as required before the expiry date.

Last modified: 06 Feb 2015

QC 188

2. Confirm acceptance notice.

Note:

- ABN Holders are required by law to [notify the ABR Registrar](#) of any changes to their details within 28 days after becoming aware of the change
- making a false or misleading statement to the ABR may result in a [penalty](#).

I confirm, I understand these obligations

### Privacy

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

Cancel

Next

### 3. Fill out the 'ABN Entitlement' page as follows:

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

**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

### 4. Fill out the 'Application Detail' section:

**Application detail**

Application detail

- To find out how to apply for an ABN as a government entity, refer to the [government registration process](#).
- Applicants who are **individuals or sole traders** must [apply for a TFN](#) using a paper application. For further details refer to <http://www.ato.gov.au>
- You can [change your details](#) online through the ABR.

Note: 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 ?

*Note the following:*

- *If you currently have an ABN, you do not need to register. Simply insert your current ABN into your LearnMate account.*
- *If you do not have a current Tax File Number, then you must click 'No' for the second last question (Does the applicant have a Tax File Number?).*

5. Fill out the 'Business Information' section as follows:

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 ?

Does the applicant want to register for any of the following? ?

Fringe benefits tax  
 Luxury car tax  
 Wine equalisation tax

[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.](#)

6. After clicking 'Next', continue filling out the 'Business Information' section as follows:

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:\*  /  /

Sex:\*  Male  Female

What is the Individual/Sole Trader's tax file number?  ?

**i** You are not required by law to quote a TFN but not quoting it may increase the risk of administrative error or delay this registration.



*Note: Be sure to fill in your Tax File Number to ensure you get your ABN promptly.*


7. After clicking 'Next', continue filling out the 'Business Information' section as follows:

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?\*  /  /   

 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.


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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.


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**Main business activity**

Describe the Individual/Sole Trader's main 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 

Note:

- For the first question, set the date as of the date you're applying for your application.
- Under 'Main Business Activity', type in 'VCE Tutoring'
- Select 'Tutoring service' as the business activity category

8. After clicking 'Next', continue filling out the 'Business Information' section with your own personal information. Please be sure to fill out your accurate contact details.

## 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"/>
Address line 2:	<input type="text"/>
Suburb/town/locality:	<input type="text"/>
State/territory:	<input type="text" value="Select"/>
Postcode:	<input type="text"/>
Is the Individual/Sole Trader's postal address the same as the business address?	<input checked="" type="radio"/> Yes <input type="radio"/> No

The email address provided is not valid. Please provide a valid email address before continuing.



What is the Individual/Sole Trader's email address for service of notices and correspondence?	<input type="text" value="example@example.com"/>
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Does the Individual/Sole Trader have more than one business location in Australia*?	<input type="radio"/> Yes <input checked="" type="radio"/> No
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What is the telephone number for this location?	<input type="radio"/> Work <input checked="" type="radio"/> Mobile
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The mobile telephone number provided is not a valid Australian mobile number. Please provide a valid Australian mobile telephone number before continuing.



<input type="text" value="61"/>	<input type="text" value="4497613345"/>
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What is the email address for this location?	<input checked="" type="checkbox"/> Same as service of notice email
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The email address provided is not valid. Please provide a valid email address before continuing.

<input type="text"/>
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<input type="button" value="Previous"/>	<input type="button" value="Cancel"/>	<input type="button" value="Print form"/>	<input type="button" value="Exit"/>	<input type="button" value="Save"/>	<input type="button" value="Next"/>
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9. After clicking 'Next', continue filling out the 'Business Information' section with your own personal information. Please be sure to fill out your accurate contact details.

10. You now need to state your reason for the application, as follows:

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

**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?\*  ?

Is this the Individual/Sole Trader's first time self employed as a contractor/sub-contractor in Australia?\*  Yes  No ?

Note:

- Be sure to click 'Contractor/Sub-contractor' in the drop-down box.
- Be sure to state if this is your first time being a contractor (for most people it will be the first time – please contact us if you're unsure).

11. You now need to declare your application, as follows:

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:\*  ?

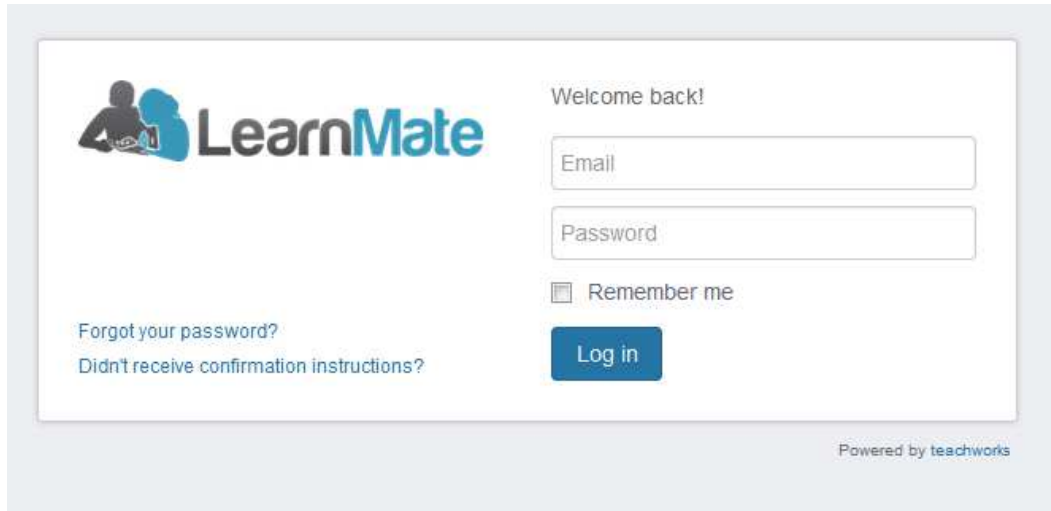
Position held:\*  ?

➤ For example, Sole Trader or Tax Agent.

Date of declaration:\*  /  /  ?

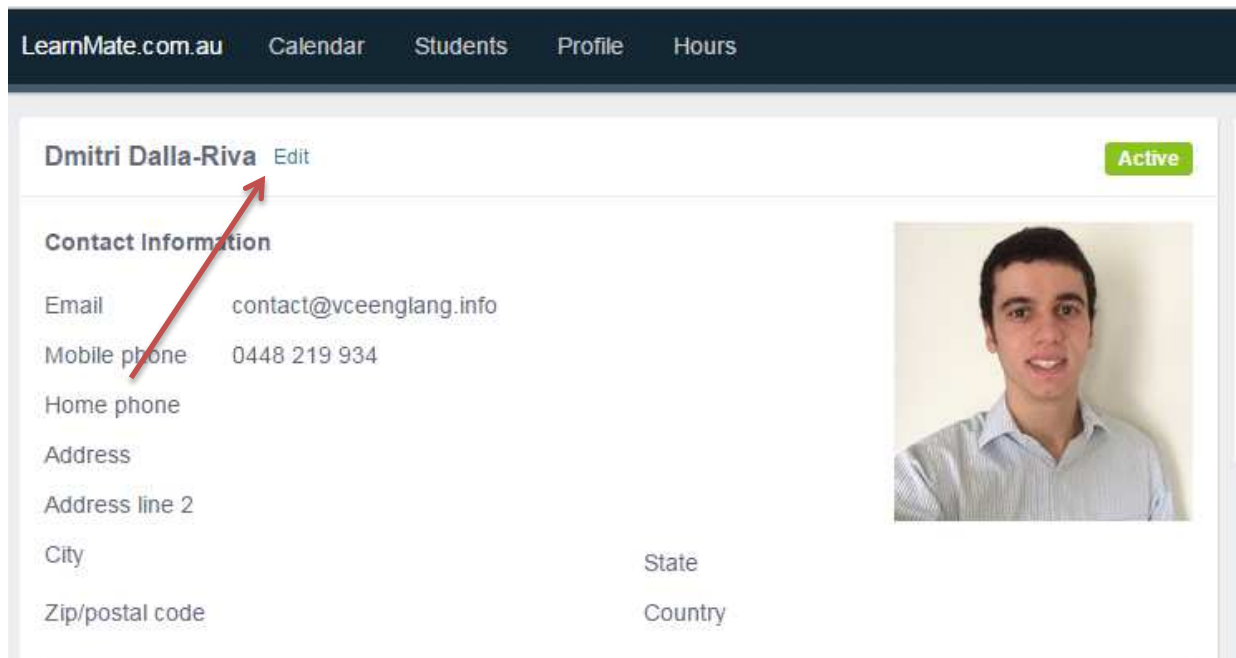
## ADD YOUR ABN TO YOUR LEARNMATE PROFILE

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

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

ALL DAYS

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

Yes  No

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

How would you prefer to be paid?

PayPal  Bank Transfer

Do you have any previous tutoring experience?

Yes  No

Do you have a valid Working With Children Check?

Yes  No

Your PayPal Email Address

Your ABN (Australian Business Number)

