



## What do I need to start work - things to do before you get to Australia to make your life and ours easier

There are a number of forms and services that you have to apply for. To help you easily get on your feet when you finally arrive in Australia we'll provide details of some of the basics. This includes;

1. applying for an Australian Tax File Number
2. getting a Medicare card
3. setting up a Bank Account
4. choosing a Super Fund

Some of these can be done from the UK which will make life a lot smoother and easier once you arrive. This help sheet is to provide you with some helpful hints, tips and links. The information is NOT specific to the sailing school. It is **YOUR RESPONSIBILITY** to ensure you have the most up to date information – the information here is sourced from previous staff experience.

**Apply for an Australian Tax File Number – DO THIS FIRST, TO RECEIVE AN INCOME IN AUSTRALIA YOU NEED A TFN**

OK, to start with what is a Tax File Number (TFN)?

A tax file number (TFN) is a unique number issued by the Tax Office in Australia. For those looking at moving to Australia from the UK, the TFN is pretty much the same as your National Insurance number.

When you move out to Australia, it's pretty important to get your Tax File Number sorted sooner rather than later because without it, you'll be charged tax at the highest rate (currently about 46%) on any earnings you'll make whilst residing in Australia..

Only one TFN is issued to you for your lifetime. Once you have been issued with a TFN, there is no need to apply for another if your circumstances change – for example, if you move to another Australian State (e.g. from Western Australia to New South Wales), change jobs, change your name in any way, acquire investments, or claim government benefits.

If you are a working holiday maker, a New Zealander (who are automatically granted a visa upon arrival), an overseas student, a permanent visa holder allowing you to stay in Australia indefinitely or someone with a business visa. All you need to do is pop over to the Australian Taxation Office (ATO) Web site and fill in the appropriate forms.

You'll need your passport number as this is used to verify your existence (and check your residency illegibility and an address to which the ATO can mail your taxation number out to.

The ATO asks you to allow 28 days for your Tax File number to be processed.

If you are applying from the UK you will need to fill in the NAT2628 form.

[http://www.ato.gov.au/individuals/pathway.asp?pc=001/002/001&mfp=001/002&mnu=1106#001\\_002\\_001](http://www.ato.gov.au/individuals/pathway.asp?pc=001/002/001&mfp=001/002&mnu=1106#001_002_001)

If you are applying in Australia you can either apply online or at a shop front at any time after entering Australia, click here for more details [apply for a TFN online](#)

To apply online, you need a valid passport or relevant travel documents and must be:

- authorised to work in Australia by the Department of Immigration and Citizenship (DIAC) or have a valid overseas student visa
- allowed to remain here indefinitely, and
- in Australia when you lodge your application.

When you apply online you do not have to physically provide proof of identity documents. The ATO will compare your personal and travel document details with DIAC's records.

### **Taxation and your Pay**

You pay income tax on all money that you earn. Your employer takes tax out of all employees pay and sends it to the tax office. At the end of the financial year (30th June), you receive a statement showing your total pay for the year and the tax paid by you. You use this statement for your tax return.

### **REGISTER WITH MEDICARE**

The Australian Government provides help with basic medical expenses through a scheme called Medicare. You may be eligible to join Medicare and gain immediate access to health care services and programs. These include free public hospital care, help with the cost of out-of-hospital care, and subsidised medicines.

### **How to enrol**

To enrol in Medicare, you should go into a Medicare office 7 to 10 days after your arrival in Australia and bring your passport or travel documents. There are also many different private health insurance options you may wish to consider, as Medicare does not provide for all services. **Examples:** Medicare does not cover dental care, most optical care or ambulance services.

The nearest Medicare office to Balmoral Sailing School is at Warringah Mall which is a short bus trip from Manly.

For further details on Medicare check out: [www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au)

## OPENING A BANK ACCOUNT IN AUSTRALIA FROM THE UK

It makes sense that you have some Australian cash waiting for you once you arrive down under but how exactly do you go about opening an Australian Bank account when you're not physically there.

From our own knowledge (gained from previous staff experience), it appears that the folks over at [Westpac](http://www.westpac.com.au/personal-banking/moving-to-australia/) appear to do a half decent job when it comes to providing easy banking facilities for new or wannabe migrants. <http://www.westpac.com.au/personal-banking/moving-to-australia/>

Please keep in mind that this should **not** be seen as an endorsement of the Westpac service.

### **How long before you get to Australia should you open a bank account?**

I guess the answer to this question is really open to personal preferences. If you do not open an Australian Bank Account you can arrange to have UK bank cards linked to [Visa](#) which enables you to basically utilize any ATM (displaying a Visa logo) for a nominal fee of £1.50 per transaction.

From experience if you're looking to open a bank account before moving to Australia, allow at least 4 weeks for everything to be processed for you. Although most of the process associated with opening a new account can be done over the telephone. There will still be forms which need to be signed and/or authenticated which might take a little time when being sent to you from Australia.

The news on the grapevine is that both ANZ and Westpac are happy to provide folks visiting Australia with banking facilities. Normally the cards are delivered directly to the branch for collection with further correspondence/cards etc being posted directly to the UK once the final paper work is completed.

Manly this is where the majority of our staff live has branches of the main banks; Westpac and Commonwealth. Branches of other banks can be found up at Warringah Mall.

### **So how do I open a bank account from outside Australian?**

There are a number of banks offering **Migrant Banking facilities**, however one of the more popular banks for new migrants is Westpac.

The Westpac account offers online access from the UK. However you will only be able to pay monies into the account (and not withdraw) until you have been identified, either in Australia or via the acceptable referee method as further on in this article.

This is an important point as it means if you haven't been identified you can't get back the monies you've put in until you're in Australia!

It's probably worthwhile therefore not to put your life's savings into your new Westpac account just yet!

### **Opening the account:**

The account can be opened over the telephone. Simply phone Westpac on **+61 2 9293 927** and the Westpac reps will run through the whole process with you (note this call terminates in Australia so check your call rates first!)

At the end of this process the Westpac rep will confirm your sort codes (or BSB Code as they call them here in Australia) and account number which will enable you to transfer money into the account.

They will also ask you which branch you want to collect your card/s from once in Australia

Remember, if it is a joint account, you will both need to be present to speak to the Westpac operator.

**Identification** is by turning up at your nominated branch once in Australia. They may also tell you that you cannot register for internet banking until you have been identified. It seems however that this is not the case with quite a few folks being able to register for internet banking before going through this identification process.

That's it – jobs done, you now have Westpac bank accounts that you can pay money into.

When you arrive in Australia and go to the bank with your passport etc, (see [Westpac site](#) for documents required to confirm identity), you will get your cards and the account will be fully active.

After you have phoned to set the account up, they will send you a pack in the post. This will probably take 10 days or so to come through. The pack will include a form called, '**Identification by an acceptable referee**'.

This is a form that you can use if you desperately want to activate your account for withdrawals before you enter Australia.

An acceptable referee in the UK is someone that has personally known you for over 12 months, and works for a bank, and has the authority to open international accounts.

The form allows you to activate your account from the UK, allowing you to withdraw, as well as pay in money.

You can pay into your Westpac account by using the sort code, (BSB code), and account number that they gave you on the phone when you applied.

You can also check your balance by telephone or internet banking from the UK – see below.

### **Getting access to on-line banking:**

Once you have phoned and opened an account, give it a few days and phone them again, this time on the telephone banking number – **+61 1300 655 505** **+61 1300 655 505** – ask them to register you for telephone banking.

They will ask you for one of your account numbers.

They will then give you an 8 digit customer number and a 3 digit ID number. These are what you use when you call telephone banking to check that your payments have gone in.

Then, ask them for a temporary password for on-line banking.

If it is a joint account, you will both need to speak to the advisor as you will have different customer and ID numbers, and your own temporary password. Just ask the operator if you can pass the phone over to your partner if you have a joint account.

Once you have your temporary password, you can go to Westpac online and click to 'log-in' to internet banking – (do not click on register for on-line banking – go straight to log-in), you will enter your 8 digit customer number and your temporary password.

The site will then ask you to choose a new password, along with a few other questions, and then voila – you have access to your Westpac account on-line.

Again, you should both do this if it is a joint account. You will both access the same account, but have your own unique log in number and password.

Once on-line, you can add all of your other on-line accounts to it, so you can see your whole financial situation at a glance from one access page.

### **Useful info/links**

WestPac Migrant Banking: [www.westpac.com.au/migrantbanking/](http://www.westpac.com.au/migrantbanking/)

Westpac's London switchboard: **(020) 7621 7000**

There is also an email address:

[ukmigrantbanking@westpac.com.au](mailto:ukmigrantbanking@westpac.com.au)

Postal address:

Migrant Banking, Level 2

63 St Mary Axe

London EC3A 8LE

It's not all about Westpac though – The NAB offer Migrant banking to:

Check out their website [www.nabgroup.com/migrantbanking/](http://www.nabgroup.com/migrantbanking/) for more information or

ANZ Banks website at: <http://www.anz.com/>

## **SUPERANNUATION**

This is a special savings system to save money for your older age, when you no longer work. Your employer must contribute to your superannuation as part of your pay. You can choose to contribute to any fund approved by the government. If you already have a superannuation savings fund overseas, there is important information that you can find out about from the tax office.

Essential info about superfunds can be found at:

<http://www.fido.gov.au/fido/fido.nsf/byHeadline/Super%20decisions%3A%20step%20by%20step%20guide%20through%20super%20maze>

## **Who can join a super fund?**

In most cases, you join a fund as soon as you're employed (or at least within three months of being employed), because by law your employer must pay contributions into a fund on your behalf if you are eligible for compulsory contributions.

Generally, to be eligible you must be under 70 years of age, working on a full-time, part-time or casual basis and paid over \$450 (before tax) per calendar month. If you are under 18 you have to meet the additional requirement of working more than 30 hours a week to be eligible.

## **How much gets paid into your super?**

If you are eligible for compulsory contributions, your employer must pay a minimum of your 'ordinary time earnings' into your super account each quarter. This means 9% of the amount you earn for your ordinary hours of work. These payments are called 'super guarantee' payments. For example, if your ordinary time earnings for the year are \$50,000 your employer must pay \$4,500 into your super account

## **Balmoral Sailing School Super Fund**

The School's nominated super fund is Australian Super – if you do not inform us that you would like your super payments to be made to an alternative fund then your payments will automatically be paid into Australia Super.

## **WHEN YOU LEAVE AUSTRALIA**

Please check out the ATO website for the most up to date information and figures. This information is intended to give you an idea of what to do.

### **Tax return**

If you have paid too much tax this can be claimed back when you make a tax return. The end of the Australia tax year is the 30<sup>th</sup> June. In some circumstances you are able to lodge your tax return early – check out the ATO website to see if you are allowed.

### **Changing from being a resident to a non-resident**

If your status has changed from resident to non-resident during the income year, answer 'yes' to the question 'Are you an Australian resident?' on your tax return. This ensures you are taxed at resident rates for the tax year. Your non-residency for part of the year is taken into account by a reduction in your tax-free threshold. You are entitled to a pro-rata tax-free threshold for the number of months you are an Australian resident.

In order to claim a tax off-set for a dependant spouse, you must both be Australian residents for tax purposes. You will need to reduce your claim to take into account the period you were both non-residents of Australia.

Non-residents of Australia are not required to pay the Medicare levy, so you can claim the number of days that you are not an Australian resident during a tax year in your return as exempt days.

From the date you cease to be an Australian resident, there is no need to disclose your foreign source income in your tax return. Also, all Australian sourced interest, dividends and royalties derived after you ceased to be an Australian resident are subject to the withholding tax provisions as a final tax and should not be included in your tax return.

## **SUPER FUND**

Super fund contributions can be claimed back – Temporary residents may be able to access their [superannuation benefits](#) if they are leaving Australia permanently

In most cases, payments will be subject to a 35% withholding tax.

From 1 April 2009, there are new withholding tax rates for the payment. If the application is made on or after 1 April 2009, the new withholding tax rates apply. These rates are:

0% for the tax-free component

35% for a taxed element of a taxable component

45% for an untaxed element of a taxable component.