

**SUGGESTED FORM OF LETTER TO ADVISE
ELECTORAL ROLL OF NON-RESIDENT STATUS**

Your name

Your address

Australian Electoral Commission
Divisional Returning Officer
Division of Sydney
PO Box K479
Haymarket NSW 2000

or

Division of Melbourne
2 Lonsdale Street
Melbourne VIC 3000

Date

Dear Sir/Madam

I wish to advise that from *Date* I will be leaving Australia to take up an assignment overseas. Accordingly, please remove my name from the electoral roll.

Yours faithfully

Name

**SUGGESTED FORM OF LETTER TO ADVISE
BANK OF NON-RESIDENT STATUS**

Your name
Your address

The Manager
Name of Bank
Address

Date

Dear Sir/Madam

Type of account *Insert your account name*
Account holder name *Insert name on account*
Account number *Insert your account number*

I wish to advise that from *Date* I am a non-resident of Australia for tax purposes.
My residential address is:

(Address in host location)

and the postal address to which all correspondence should be sent is:

(Mailing address while on assignment)

I would be grateful if you would acknowledge receipt of this letter to me at the postal address shown above and confirm that you will commence making non-resident withholding tax deductions at the rate of 10% from all future interest entitlements.

Yours faithfully

Name

**SUGGESTED FORM OF LETTER TO ADVISE
DEPARTMENT OF SOCIAL SECURITY OF NON-RESIDENT STATUS**

Your name

Your address

Department of Social Security/Centrelink
Locked Bag
No 6
Haymarket NSW 2000

or

Argus Centre
300 Latrobe Street
Melbourne VIC 3000

Date

Dear Sir/Madam

I wish to advise that from *Date* my spouse, children, and I will be leaving Australia to take up an assignment overseas.

Accordingly, please forward me any information regarding my family's entitlements to family payments and the parenting allowance while we are overseas. Our Social Security reference number is *Number*.

Yours faithfully

Name

**SUGGESTED FORM OF LETTER TO ADVISE
HEALTH FUND OF NON-RESIDENT STATUS**

Your name
Your address

Name of health fund
Address of health fund

Date

Dear Sir/Madam

I wish to advise that from *Date* I (*my spouse and I*) will be leaving Australia to take up an assignment overseas. I will (*we will*) be overseas until approximately *Date* and wish to suspend my (*our*) membership of your fund for that period of time.

Accordingly, please adjust your records to reflect my (*our*) changed status. My (*our*) health fund membership card number is *Number*.

Yours faithfully

Name

**SUGGESTED FORM OF LETTER TO ADVISE
INSURANCE COMPANY OF NON-RESIDENT STATUS**

Your name
Your address

Insurance company
Address

Date

Dear Sir/Madam

I wish to advise that from *Date I (my spouse and I)* will be leaving Australia to take up an assignment overseas. I will (*we will*) be overseas for approximately *Expected duration* and will be renting out my (*our*) home.

Accordingly, please note that my (*our*) home is no longer owner occupied. My (*our*) policy reference number is *Number*.

Yours faithfully

Name

**SUGGESTED FORM OF LETTER TO ADVISE
SHARE REGISTRY OF NON-RESIDENT STATUS**

Your name
Your address

The Manager
Company
Share Registry
Address

Date

Dear Sir/Madam

Name of shareholder
Name of share
Share certificate number(s)

I wish to advise that from *Date* I am not a resident of Australia for tax purposes.
My residential address is:

(Overseas address)

and the postal address to which all correspondence should be sent is:

(Address for correspondence)

I would be grateful if you could ensure that non resident withholding tax will be deducted from all future unfranked dividend income due to me, at the withholding tax rate of 15% (30% if not resident in a country with which Australia has a double tax treaty) as I am a tax resident of *(name of country in which resident)*.

I would be grateful if you could acknowledge receipt of this letter to me at the postal address shown above and confirm that you will commence making non-resident withholding tax deductions from all future unfranked dividend income entitlements.

Yours faithfully

Name

**SUGGESTED FORM OF LETTER TO ADVISE
TRUST OF NON-RESIDENT STATUS**

Your name
Your address

The Trustee
Name of Trust
Address

Date

Dear Sir/Madam

Name of Trust
Unit holder number

I wish to advise that from *Date* I am not a resident of Australia for tax purposes.
My residential address is:

(Overseas address)

and the postal address to which all correspondence should be sent is:

(Address for correspondence)

I would be grateful if you could ensure that non resident withholding tax will be deducted from all future interest and unfranked dividends earned in respect of my investment in this trust, at the withholding tax rate of 15% (30% if not resident in a country with which Australia has a double tax treaty) as I am a tax resident of *(name of country in which resident)*.

I would be grateful if you could acknowledge receipt of this letter to me at the postal address shown above and confirm that you will commence making non-resident withholding tax deductions from all future income entitlements.

Yours faithfully

Name