

## VET STUDENT LOANS

### Tax File Number (TFN) verification

TAFE Queensland requires students to verify their Tax File Number (TFN) under the VET Student Loans Act 2016 and the Higher Education Support Act 2003. If the TFN you provide cannot be verified by the Australian Taxation Office (ATO) as belonging to you, you will not meet the TFN requirements to be eligible for Commonwealth assistance.

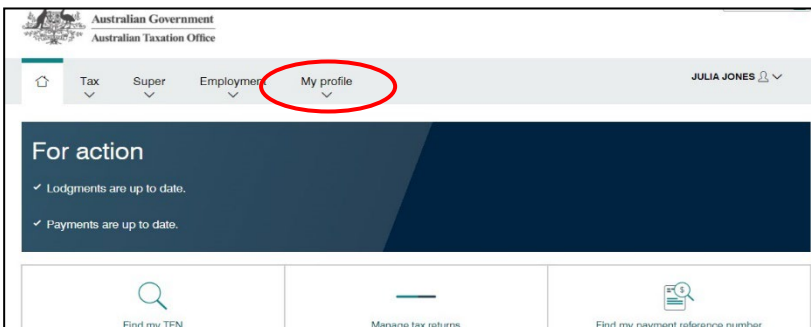
#### How do I meet this requirement?

You must show that the name and address that you enrol at TAFE Queensland with matches the details held by the ATO. You can do this by supplying a screenshot of your details from the ATO section of your myGov account. This must show your name, date of birth and address.

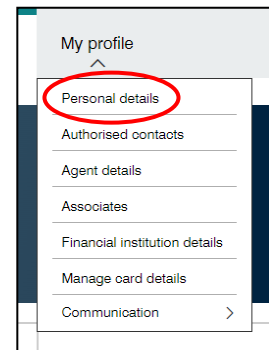
If you don't have a myGov account, instructions and a video on how to create an account can be found on the [services Australia website](#). Once created, you can log in via the [myGov website](#). Alternatively, call the my.Gov helpdesk on 13 23 07 (Monday to Friday 7:00am to 10:00pm, Saturday and Sunday 10:00am to 5:00pm) for assistance.

In addition, once your enrolment is finalised we will send you an electronic Commonwealth Assistance Form (eCAF) via email. When completing your eCAF please ensure that you use the correct TFN and submit the form prior to your census date.

#### STEP 1 | Log into myGov and view My Profile



#### STEP 2 | Click on Personal details



#### STEP 3 | Take a screenshot showing:

- Full name
- Date of birth
- Residential Address

Please ensure that you black out your TFN prior to sending

**Please note:** We cannot accept a screenshot from the change of name page in myGov.

