

Onboarding Add Tax File details in CAPS

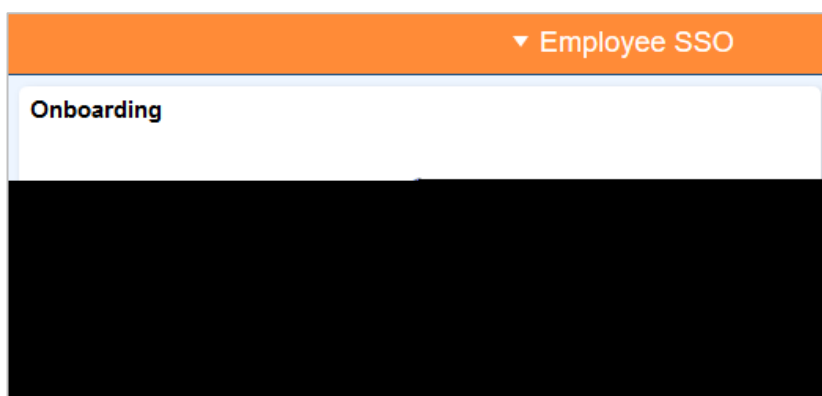
Introduction

This guide describes how to add Tax File Details in the Onboarding form.
For more information about completing your Tax File form visit the ATO website:
<https://www.ato.gov.au/Forms/TFN-declaration/>

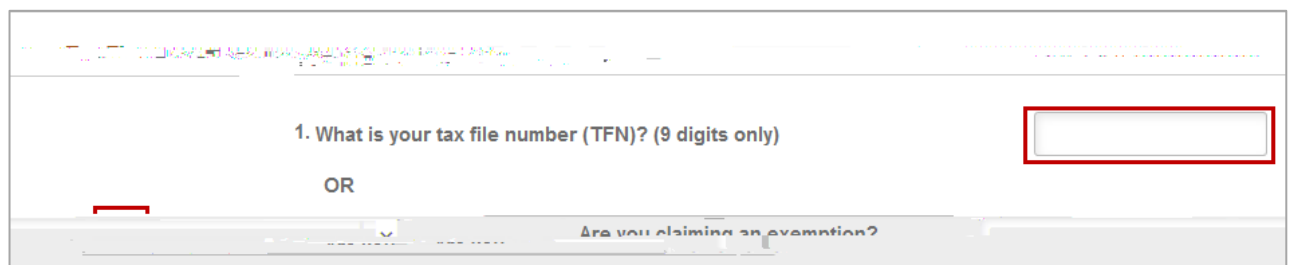
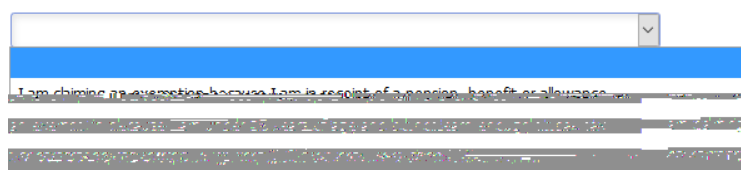
Procedure

Log in to SSO

1. Click on the  tile.



Enter your Tax File number OR click on the drop down list to choose the appropriate exemption to find out more about exemptions visit the website:
<https://www.ato.gov.au/Forms/TFN-declaration/>


 A screenshot of a form titled "1. What is your tax file number (TFN)? (9 digits only)". There is a text input field on the right side of the form, which is highlighted with a red border. Below the input field, the word "OR" is centered. At the bottom of the form, there is a dropdown menu with the text "Are you claiming an exemption?".


3. Choose the appropriate entry from the drop down list

4. Complete the rest of the questions on the form and click .

If you need help with any of the questions you can click on the question mark box for more information