



**Homage Care Professionals**  
Easy guide on how to apply for an ABN  
*prepared by our friends at Hnry*

# What is an Australian Business Number (ABN)?



***If you are signing up as a Homage Care Professional then you will need to register as an ABN Sole Trader.***

***For many care professionals who are new to contracting then this article is for you!***

***Hnry will take you through the step - by - step process for setting up an ABN.***

**An ABN is a unique 11 digit number that identifies your business.**

If you are setting up as a disability support worker or home care worker, a number of organisations will require you to set up an ABN in order to accept work.

Getting an ABN is nothing to fear, but it is different from working as a salaried employee. One of the main differences being that you'll get a "gross" amount of income paid to you (this means that tax is not deducted) and you'll have to handle income tax and potentially GST payments yourself.

Get in touch with the friendly folks at Hnry (<https://hnry.com.au/>) if you have any questions on this.

The content below is a general guide if you're an Homage Care Professional (CP) to set up an ABN.

*\*You should seek out advice personally if you have any specific questions on your situation.*

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# Guide to setting up an ABN for Homage CPs

Remember it is **FREE** to set up an ABN. Using our guide will speed up getting your application completed. Let's get started!

## Step 1:

Visit

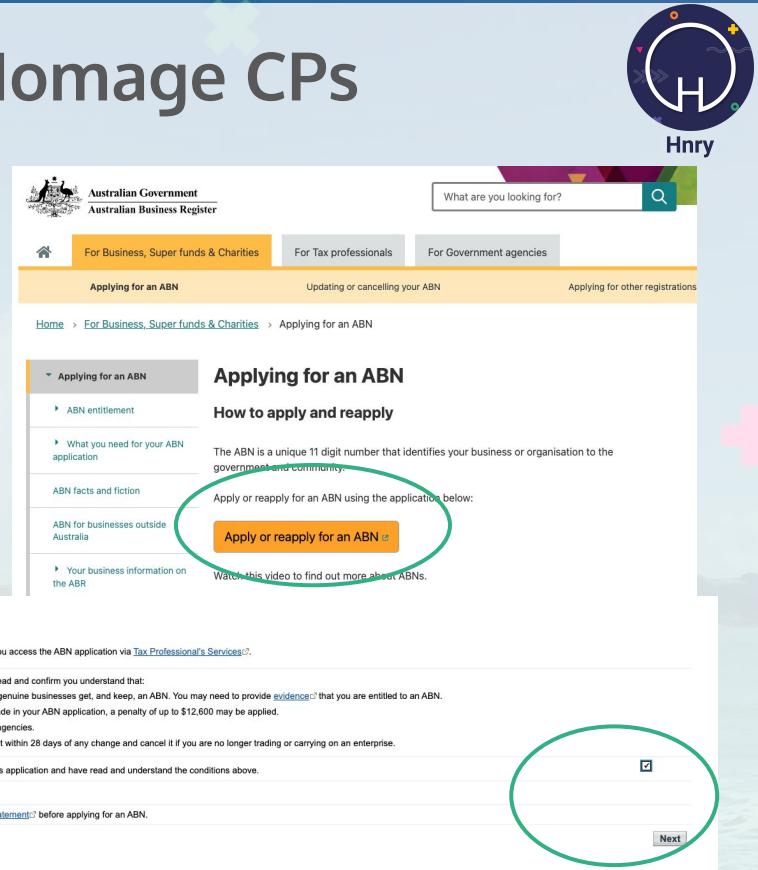
<https://www.abr.gov.au/business-super-funds-charities/applying-abn>

## Step 2:

Click on 'Apply or Reapply for an ABN'

## Step 3:

Read and confirm the privacy statement



Australian Government Australian Business Register

For Business, Super funds & Charities For Tax professionals For Government agencies

Applying for an ABN Updating or cancelling your ABN Applying for other registrations

Home > For Business, Super funds & Charities > Applying for an ABN

### Applying for an ABN

#### How to apply and reapply

The ABN is a unique 11 digit number that identifies your business or organisation to the government and community.

Apply or reapply for an ABN using the application below:

**Apply or reapply for an ABN**

Watch this video to find out more about ABNs.

#### Important information

If you are a tax professional, we recommend you access the ABN application via [Tax Professional's Services](#).

Before starting your ABN application, you need to read and confirm you understand that:

- We review ABN applications to ensure only genuine businesses get, and keep, an ABN. You may need to provide [evidence](#) that you are entitled to an ABN.
- For each [false or misleading statement](#) made in your ABN application, a penalty of up to \$12,600 may be applied.
- We will validate your information with other agencies.
- Once you have an ABN, you must [update](#) it within 28 days of any change and cancel it if you are no longer trading or carrying on an enterprise.

I agree to provide true and correct information in this application and have read and understand the conditions above.

Privacy

Your privacy is important to us. Read the [privacy statement](#) before applying for an ABN.

Cancel Next

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# Register as an ABN Sole Trader

## Step 4: ABN Entitlement

The questions asked will help confirm if you are required to have an ABN. Attached is a screenshot that has been pre-filled for a Support Worker.

### Further explanation:

#### *You will be asked about the nature of your work*

##### Q: What is the nature of your activity?

The "nature of your activity" question relates to the type of work you're doing.

If you're a Homage CP, then you should select "**In the form of a business**" from the options available below.

After clicking "**next**" it will give you an overview of your answers, you can confirm that the information is correct based on what you have previously entered.

**Apply for Australian Business Number**

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

**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 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

select

Apprentice, trade assistant or labourer  
**In the form of a business**  
Renting or leasing out a residential property  
In the form of a licence, lease or other grant of an interest in property  
One-off commercial transactions not done in the course of a business  
select

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# Apply

## Step 5: Application Details

### Type of entity = Individual (Sole Trader)

Q: Does the applicant currently have an Australian Business Number (ABN) or previously had an ABN?

**Note:** If you do have a current ABN please enter it here. If you've forgotten what it is, use this link to look it up:

<https://www.abr.business.gov.au/>

## Step 6: Taxation Information

### Further explanation

Q: If the applicant uses, or intends to use the services of a registered agent, what is their registered agent number?

If you have a tax agent, put their registered agent number in here. If you are not using Hnry, but intend to, leave this blank. If you're already using Hnry, get in touch and we can give you our registered agent number.

## Apply for Australian Business Number

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

### Application detail

Please use the Previous, Next and other buttons at the bottom of every screen to navigate. Please minimise use of browser navigation 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?

① 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 or reapply 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

## Apply for Australian Business Number

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

If the applicant uses, or intends to use the services of a registered agent, what is their registered agent number?

② You may find this number on the applicant's last tax return. If you can not find this number, leave this blank.

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# Your information



## Step 7: Application Information

### Apply for Australian Business Number

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 icon for more information)

Title:

Miss

First given name:

Jane

Other given names:

Family name:<sup>\*</sup>

Doe

Date of birth:<sup>\*</sup>

01 / 01 / 2000



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

000 000 0

You are not required by law to quote a TFN but not quoting it will delay your registration.

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# The type of activity you will do as a Sole Trader

## Step 8: Business Activity Details

### ***Further explanation:***

**Q: Describe the Individual/Sole Trader's main business activity**

If you're working for Homage, the likely terms you may use are "Nurse" or "Homecare".

In the Main business activity please put the words:

**"Respite day care or home care services"**

this will then populate the next dropdown menu for the next question.

## Apply for Australian Business Number



[Taxation information](#) » [Applicant information](#) » **Business activity details**

### Business activity details

From what date does the Individual/Sole Trader require its ABN?

01 / 01 / 2022

**!** For a new ABN registration, 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. For the reapplication of a cancelled ABN, this date cannot be in the future.

If you intend for this business activity to be less than 3 months, on what date do you expect to cease business?

dd / mm / year

**!** If you register for GST, you will be required to [complete business activity statements](#) monthly.

### Main business activity

Describe the Individual/Sole Trader's main business activity:\*

Respite day care or home care services

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# Category of your work type



From here, the next question will be a drop down which is **“Select the category which best matches the Individual/Sole Trader’s main business activity”**

The following categories for your work are likely to be:

- ***Nurse in own business contracted to work home care or community services***
- ***Respite day care or home care services***
- ***Home care nurse - self employed***

**! If you register for GST, you will be required to complete business activity statements monthly.**

**Main business activity**

Describe the Individual/Sole Trader’s main business activity:<sup>\*</sup>

**! After you are issued an ABN you can update your ABN record to add up to four additional business activities. For more information go to [Update your ABN record](#)**

**Select the category which best matches the Individual/Sole Trader’s main business activity:<sup>\*</sup>**

**! Government agencies may contact you regarding important information relevant to your business activity.**

Does the Individual/Sole Trader operate an agricultural property?  Yes  No

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# Your address

## Step 9: Main business location

As a Homage CP Sole Trader your Business and Postal address

is your personal home address,

NOT the Homage or a client workplace address.

## (Optional Step): Postal address

\*Fill in if your home and postal address if different

### Main business location

#### Where is the location of the business activity?

This is the **primary physical location** of the business activity. This must be a street address, e.g. 123 Smith Street Smithfield and not a post office box number or other delivery point address.

Only postcode, state or territory will be publicly displayed.

**ⓘ Providing the physical address will help determine eligibility for government assistance, such as financial grants.**

Country:

AUSTRALIA

Address:

e.g Level 15 100 Miller St, North Sydney, NSW, 2060

Is the Individual/Sole Trader's postal address the same as the business address?

Yes  No

**ⓘ You can add your postal address after completing the information on this screen.**

What is the Individual/Sole Trader's email address for service of notices and correspondence?

Does the Individual/Sole Trader have more than one business location in Australia?

Yes  No

**ⓘ Either a mobile telephone number or email address must be provided. If a work telephone number is provided then an email address must be provided.**

What is the telephone number for this location?

Work  Mobile

0400 000 000

What is the email address for this location?

Same as service of notice email

Previous Cancel

Print form Exit Save Next

### Postal address details

What is the Individual/Sole Trader's postal address for services of notices and correspondence?

Country:

AUSTRALIA

Address:

e.g Level 15 100 Miller St, North Sydney, NSW, 2060

Address line 1:

L15 100 MILLER ST

Address line 2:

Suburb/town/locality:

NORTH SYDNEY

State/territory:

NEW SOUTH WALES

Postcode:

2060

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# Your contact details

## Step 10: Contact details

Fill in your personal contact details.

## Step 11: Reason for application

Q. Why is the individual applying for an ABN?

Here you want to say you are a  
"Contractor /Subcontractor"

**Contact details**  
This person will be able to make changes to the Individual/Sole Trader's ABN record.  
Who is the authorised contact person for the Individual/Sole Trader? Provide details of a person who may be contacted for further information.

**Authorised contact 1**

Title:	Select
Preferred name:	
Family name: <sup>*</sup>	
Position held: <sup>*</sup>	Individual/Sole Trader

**Contact telephone numbers**

If a mobile phone number is to be inserted as the business or after-hours number then the number is to be split into two sections one of 4 digits and the other of 6 digits.  
You must provide either mobile phone number or email.

Business :	Area code	Number
After hours :		
Facsimile :		

**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?** Contractor/Sub-contractor

By proceeding with your application, you are confirming that you understand and accept the following conditions:

You have read and understand the difference between an employee and contractor for tax and superannuation (super) purposes.  
You are not applying for an ABN for activities that you carry out as an employee. Apprentices, trainees, trade assistants and labourers are always considered employees, even if your employer refers to them as contractors. Your employer should never ask you to obtain an ABN as a condition of employment.  
As an ABN holder, you will be responsible for meeting your ongoing tax and super obligations. This includes, but is not limited to:

- Putting money aside for income tax
- Paying taxes (PAYGW)
- Completing and lodging business activity statements
- Reporting and paying any GST on any activity statement if registered
- Reporting and paying any Fringe Benefits Tax
- Keeping records of your income (including invoices you issue) and business expenses
- Working out if you need to record personal services income and reporting this
- Completing your Income tax return & Business and Professional items schedule using your records
- Making provision for your own superannuation unless contracted principally for labour
- Providing for your own business insurance, including personal income protection for yourself and your workers
- Putting money aside for holidays and sick leave

If you are unsure of your working arrangement, contact your tax professional or visit [Employee or contractor | Australian Taxation Office \(ato.gov.au\)](http://Employee or contractor | Australian Taxation Office (ato.gov.au)).

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

Previous Cancel

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# Last step = submit



## Step 12: Declaration

Finish the final declaration and then you are all done.

You can now work as a Homage CP under your ABN.

Good luck!



### Privacy

We are authorised by taxation laws, including the Income Tax Assessment Act 1936, A New Tax System (Australian Business Number) Act 1999, A New Tax System (Goods and Services Tax) Act 1999 and the Taxation Administration Act 1953 to collect the information requested on this form. We need this information to help us administer these Acts and to help us maintain the details relating to you that are recorded in the Australian Business Register (ABR) and other ATO systems.

Where authorised by taxation laws to do so, we may give this information to other [Commonwealth, State, Territory and local government agencies](#) [Selected ABR information](#) is available to the public.

I declare that:

- The information given on this form is true and correct
- I understand my tax and super obligations

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:\*

Jane Doe

Position held:\*

Care Giver

For example, Sole Trader or Tax Agent.

Date of declaration:\*

01 / 01 / 2022 

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# Health Professionals

Never think about tax again!



What is Hnry?

**Hnry is a service which automatically pays and lodges taxes for self employed care professionals**



**Taxes calculated and paid automatically**

Whenever you get paid, Hnry calculates, deducts, and pays your income tax, GST, Medicare, and Student Loan - so you're always up-to-date on your tax payments.



**All your returns lodged by expert accountants**

As part of the service, our accountants will review your expenses and lodge all of your returns (income tax, BAS and PAYG instalments) whenever they're due.

How much does Hnry cost?

**Our fee is 1% of your self-employed income (fees capped at \$1,500 per year)**

Our pricing model is simple:

- Pay as you go
- No subscription fees
- No sign up fees
- No hidden costs



\*Excludes GST. Fees capped at \$1,500/yr. Minimum \$0.50 fee per transaction.



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**Email:** [support@hnry.com.au](mailto:support@hnry.com.au)

**Find us on:**

