



Homage



✕ 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.***

Disclaimer: The information contained in this document is for general information purposes only. Homage and Hnry assume no responsibility for errors or omissions in the contents of applying for an ABN.

Guide to setting up an ABN for Hnry 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

What are you looking for?

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

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 that 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

Next



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.

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Apply for Australian Business Number

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Application detail

Application detail

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

⚠ 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

Cancel

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?

⚡ 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:*

Doe

Date of birth:*

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

ABN entitlement

Application detail

Business information

Associate details

Reason for application

Declaration

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

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:*

Respite day care or home care services

! 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](#)

Select the category which best matches the Individual/Sole Trader's main business activity:*

Respite day care or home care services

! 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:

Address:

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

What is the email address for this location? ☐ Same as service of notice email

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Postal address details

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

Country:

Address:

Address line 1:

Address line 2:

Suburb/town/locality:

State/territory:

Postcode:

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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:

Preferred name:

Family name:

Position held:

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 :

After hours :

Facsimile :

Mobile: ☒

Reason for application

Select the reason that best describes why the Individual/Sole Trader is applying for an ABN

Email address: Why is the Individual/Sole Trader applying for an ABN?

Preferred language:

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

If other, please specify:

More contacts?

- 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

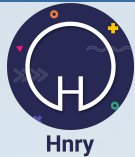
If you are unsure of your working arrangement, contact your tax professional or visit [Employee or contractor](#) | [Australian Taxation Office \(ato.gov.au\)](#).

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



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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](#) or [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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Submit

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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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Find us on:

