FINANCE & BUSINESS

How To Retrieve Tax File Number

PUBLISHED
November 25, 2026

REFERENCE
#1795583107049205

Introduction

Your Tax File Number (TFN) is one of the most important identifiers you will ever hold in Australia. It links you directly to the Australian Taxation Office (ATO) and is essential for everything from lodging your annual tax return to earning interest on your savings account. Despite its importance, many people misplace this nine-digit number. Whether you have moved house, lost your original documentation, or simply never committed it to memory, finding yourself without your TFN can be stressful. Fortunately, the process of retrieving it is straightforward if you know where to look. This comprehensive guide will walk you through every reliable method for how to retrieve your Tax File Number, ensuring you can get back on track quickly and securely.

Understanding Your Tax File Number

Before diving into retrieval methods, it is helpful to understand what a TFN is and why it matters. Your TFN is a unique nine-digit number issued by the ATO. It is not the same as your Medicare number, driver's licence, or bank account number. It is used solely for tax and superannuation purposes. The ATO uses your TFN to track your income, manage your tax obligations, and ensure you receive the correct entitlements. Without it, you may face higher tax rates on your income and be unable to claim certain benefits. This is why knowing how to retrieve your Tax File Number is a skill every Australian taxpayer should have in their back pocket.

Common Scenarios for Needing to Retrieve Your TFN

People need to retrieve their TFN for a variety of reasons. Some of the most common scenarios include:

- Starting a new job: Your employer will ask for your TFN so they can withhold the correct amount of tax from your pay.
- Opening a bank account: Financial institutions request your TFN to ensure interest is taxed at the correct rate.
- Lodging your tax return: You need your TFN to complete and submit your annual tax return.
- Applying for government payments: Services Australia often requires your TFN for certain benefits.
- Managing your superannuation: You may need your TFN to consolidate multiple super accounts or make additional contributions.

No matter the reason, the process for retrieval remains largely the same. Let us explore the best methods available.

How To Retrieve Tax File Number: Step-by-Step Methods

There are several ways to retrieve your TFN, ranging from checking your physical documents to logging into your digital accounts. Below are the most effective and secure methods.

Method 1: Check Your Official Documents

The simplest place to start is with your personal records. When the ATO first issued your TFN, it was sent to you in a letter. This letter is the official notification and contains your complete TFN. Look through your important paperwork, filing cabinets, or safe for any correspondence from the ATO. Other documents that may contain your TFN include:

- Previous year tax return notices (Notice of Assessment)
- Payment summaries from past employers
- Superannuation fund statements
- Bank account statements (some institutions display a partial or full TFN)

If you find any of these documents, you may be able to locate your TFN. However, be aware that some documents only show the last few digits for security reasons. If this is the case, you will need to use another method to retrieve the full number.

Method 2: Log Into myGov

The most convenient digital method for retrieving your TFN is through myGov. If you have a myGov account linked to the ATO, you can view your TFN online. Here is how to do it:

1. Go to the myGov website and log in using your username and password.
2. Navigate to the ATO service or click on the ATO link within your account.
3. Once inside the ATO online portal, look for your personal details or profile section.
4. Your TFN should be displayed clearly. You may need to verify your identity first with a security question or a code sent to your phone.
5. For added security, you may only see the last three or four digits initially. You can usually click a button to reveal the full number after confirming your identity.

This method is fast, secure, and available 24 hours a day. If you do not already have a myGov account, you can create one using your identity documents. However, to link the ATO service, you will need information such as your bank account details, super fund details, or a previous year tax return. This creates a bit of a catch-22 if you have absolutely nothing, but for most people, this is the best way to retrieve their TFN.

Method 3: Contact the Australian Taxation Office (ATO)

If you cannot access myGov or find your documents, contacting the ATO directly is a reliable option. The ATO has a dedicated phone line for TFN enquiries. Before you call, prepare the following information to verify your identity:

- Your full name and date of birth
- Your current address
- Your signature (they may ask you to sign a form)
- Details from a recent tax return, such as the amount of income you earned or the refund you received
- Your bank account details linked to previous tax returns
- Information about your super fund

The ATO staff will ask you several questions to confirm you are who you say you are. Once verified, they can provide your TFN over the phone or arrange for it to be sent to you in writing. Be patient as wait times can be longer during tax season. The phone number for individual TFN enquiries is 13 28 61. If you are calling from overseas, use +61 2 6216 1111.

Method 4: Check With Your Employer or Super Fund

Your current or previous employer may have your TFN on file, as they are required to collect it for payroll purposes. Similarly, your superannuation fund will have your TFN linked to your account. Contact these

organisations and ask if they can provide it. Be prepared to verify your identity with them as well. Note that some employers may be hesitant to provide the full number over the phone for security reasons, so you may need to visit in person or provide a written request.

Method 5: Use the ATO App

The ATO has its own mobile app, which is available for both iOS and Android devices. If you have the app installed and linked to your myGov account, you can access your TFN directly from your phone. The app often provides quicker access than the full website and includes biometric login options such as fingerprint or facial recognition. Simply open the app, navigate to your profile, and follow the same steps as you would on the myGov website.

What to Do If You Have Lost Your TFN Entirely

If you have exhausted all the methods above and still cannot retrieve your TFN, do not panic. You can request the ATO to reissue your TFN or provide you with a new notice. The ATO will not issue you a new number, but they will send you a letter confirming your existing one. To do this, you will need to complete the **NAT 3094** form, which is the application for a TFN replacement notice. You can download this form from the ATO website or request it by phone. Once completed, you can mail it to the ATO or lodge it through a registered tax agent. This process can take several weeks, so it is best to try the other methods first.

Important Security and Privacy Considerations

Your TFN is sensitive personal information. If it falls into the wrong hands, it could be used for identity theft or fraud. When following any method for how to retrieve your Tax File Number, always prioritise security. Here are some key tips:

- Never share your TFN publicly: Do not post it on social media, forums, or unencrypted emails.
- Only use official channels: Only retrieve your TFN through myGov, the ATO website, the ATO app, or by calling the ATO directly. Beware of phishing websites or scam phone calls claiming to be from the ATO.
- Use strong passwords: Ensure your myGov account has a strong, unique password and that you enable two-factor authentication.
- Shred old documents: Once you have retrieved your TFN, securely dispose of any old documents that contain it if you no longer need them.
- Monitor your accounts: Regularly check your myGov account and bank statements for any suspicious activity.

If you suspect your TFN has been compromised, contact the ATO immediately. They can place a security flag on your account and guide you through the steps to protect your identity.

Frequently Asked Questions About TFN Retrieval

Can I find my TFN on my tax return?

Yes, your TFN appears on your Notice of Assessment, which is the letter the ATO sends you after you lodge your tax return. It also appears on your tax return summary if you lodge online through myTax.

Is my TFN the same as my superannuation number?

No. Your TFN is nine digits and is issued by the ATO. Your superannuation fund has its own member number, which may be different. However, your super fund will have your TFN recorded for identification purposes.

What if I never received my TFN in the first place?

If you applied for a TFN but never received the letter, you should contact the ATO. They can confirm whether a TFN was issued and send a replacement notice. If you never applied, you will need to apply for a new TFN.

Can I use my passport or driver's licence instead of my TFN?

No. A passport or driver's licence cannot replace your TFN for tax purposes. You must use your TFN when dealing with the ATO, your employer, and your super fund.

Is there a fee to retrieve my TFN?

No, retrieving your TFN through the ATO or myGov is free. Be wary of any website or service that charges a fee to help you find your TFN.

Conclusion

Knowing how to retrieve your Tax File Number is an essential skill for anyone living and working in Australia. Whether you choose to check your documents at home, log into myGov, use the ATO app, or call the ATO directly, the process is designed to be secure and accessible. The key is to act promptly, especially if you need your TFN for a job, a tax return, or a superannuation matter. By following the steps outlined in this guide, you can retrieve your TFN with confidence and peace of mind. Remember to always keep your TFN safe and never share it unnecessarily. If you have further questions, the ATO website and helpline are excellent resources to explore.

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