



Sample Pty Ltd
123 Main Street
MAINTOWN VIC 3000

Our Reference: 1051234567891
Phone: 1300 303 570
Client ID: 12345678901
29 July 2021

Act now or your tax debt will be reported to credit reporting bureaus

Total overdue
\$231,645.79

- › You have until 3 September 2021 to take appropriate action
- › We will continue to take steps in collecting any outstanding debt you owe

To whom it may concern,

You have not paid your debt despite our earlier warnings.

We intend to report your tax debt to credit reporting bureaus (CRBs) unless you take steps to manage it. Your credit rating may be affected if you are reported and this could impact your ability to access credit from lenders or other businesses.

We can report your ABN, legal name, business name and tax debt amount to CRBs if you:

- › are registered with an ABN and are not an excluded entity (deductible gift recipient, registered charity, a government entity and complying superannuation entity)
- › have one or more tax debts, of which at least \$100,000 is overdue by more than 90 days
- › have not effectively engaged with us with respect to your debt, and
- › do not have an active complaint with the Inspector-General of Taxation and Taxation Ombudsman (IGTO) about our intention to report your debt to CRBs.

Regular updates on the balance of your debt will be provided to the CRBs until you no longer meet the reporting criteria.

The total amount outstanding is: \$231,645.79

We have listed details of your accounts in the attachment.

What you need to do

You need to engage with us to manage your debt by 3 September 2021. You can use one of the payment methods we've listed to pay the balance of each of your debts.

For more information on managing your debt or entering into a payment plan, go to ato.gov.au/helpwithpaying

If you are finding it difficult to pay your debts or experiencing exceptional circumstances, you can phone us on **1300 303 570** between 9.00am and

PAY NOW

Your payment reference number (PRN) is: attached to this letter

BPAY®



Billers code: 75556
Ref: Refer details below

Telephone & Internet Banking – BPAY®

Contact your bank or financial institution to make this payment from your cheque, savings, debit or credit card account. More info: www.bpay.com.au

CREDIT OR DEBIT CARD

Pay online with your credit or debit card at www.governmenteasypay.gov.au/PayATO or phone **1300 898 089**. A card payment fee applies.

OTHER PAYMENT OPTIONS

For other payment options, visit ato.gov.au/paymentoptions

6.00pm, Monday to Friday to discuss options to help you. We may decide to not report your debt during this time.

Alternatively, a registered Tax Professional can contact us on your behalf.

If you disagree

If you disagree with your debt balance or our decision to disclose your debt to CRBs, you can take one of the following actions. Your debt won't be reported while your circumstances are under review.

Dispute the tax debt

You can dispute your debt if you disagree with it by:

- › lodging an objection
- › seeking an external review by going to the Administrative Appeals Tribunal (AAT) or the Federal Court of Australia to review some of our decisions
- › requesting a reconsideration of a reviewable decision (superannuation entities)

Request an internal review

You need to call us on **1300 303 570** between 9.00am and 6.00pm, Monday to Friday if you don't agree that you meet the criteria by 3 September 2021 to request a review.

Lodge a complaint

You can lodge a complaint with the IGTO in relation to your tax debt or our intention to disclose your tax debt information to CRBs. To support the IGTO in understanding your issue please provide a copy of this letter when initiating a complaint. For more information visit igt.gov.au

For more information on your rights and obligations go to ato.gov.au/taxpayerscharter

Yours sincerely,

Melinda Smith

Deputy Commissioner of Taxation

HOW TO PAY

Your payment reference number (PRN) is: attached to this letter

BPAY®



Bill code: 75556
Ref: Refer to details below

Telephone & Internet Banking – BPAY®

Contact your bank or financial institution to make this payment from your cheque, savings, debit or credit card account.
More info: www.bpay.com.au

CREDIT OR DEBIT CARD

Pay online with your credit or debit card at www.governmenteasypay.gov.au/PayATO

To pay by phone, call the Government EasyPay service on **1300 898 089**.

A card payment fee applies.

OTHER PAYMENT OPTIONS

For other payment options, visit ato.gov.au/paymentoptions



Details of your tax debt

You need to make a separate payment for each account type using the payment reference number listed, to pay your debts.

Account Type	Payment reference number (PRN)	Amount owing
Income Tax Account / 501	1001234567896221	48,759.61
Integrated Client Account / 2	2123456789011660	\$182,886.18

This may not include all the tax debts you owe. You can check your current balance at ato.gov.au/howmuchyouowe

EXAMPLE