Australian Government
AUSTRAC

FIGHTING FINANCIAL CRIME TOGETHER

Threshold transaction reports

How to avoid common mistakes

Your business is one of the first lines of defence in the fight against money laundering and other serious financial crimes.

The quality, accuracy and timeliness of your reports give us the best chance to detect, deter and disrupt serious financial crime.

How to use this guide

This guide is for reporting entities who were on the reporting entities roll on 30 March 2026 and have chosen to continue to submit threshold transaction reports (TTRs) to AUSTRAC using the AUSTRAC Online single data entry method that was available before 1 July 2026.

It steps you through the AUSTRAC Online TTR form to show the questions where common mistakes are made and the correct way to complete these sections.

Not all questions from the TTR form are included, only the questions where common mistakes are made.

For guidance on how to complete all sections of the TTR form go to AUSTRAC Online.

Submission

A TTR must be submitted to AUSTRAC within **10 business days** after the day on which the transaction takes place.

For all questions in the TTR form

Dummy data

Occupation, job title or principal activity N/A ✗	Occupation, business or principal activity ✓
Email addresses N/A Add another email address ✗	Email addresses Add another email address ✓

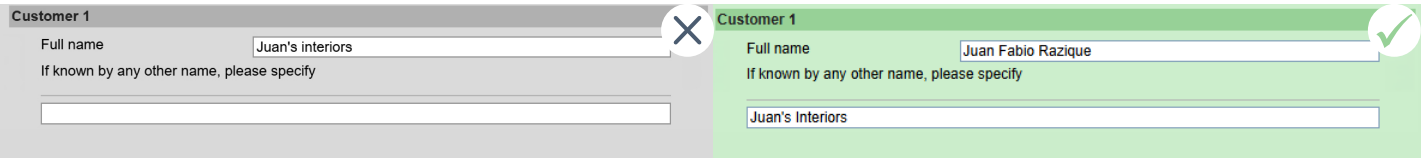
Many reporting entities complete fields with 'N/A' or 'Unknown' when information is not known or when the field is not a mandatory field. Please leave fields blank if information is not known to your organisation.

Completing Part A – Details of the customer

The purpose of Part A is to record the details of the customer(s) involved in the threshold transaction.

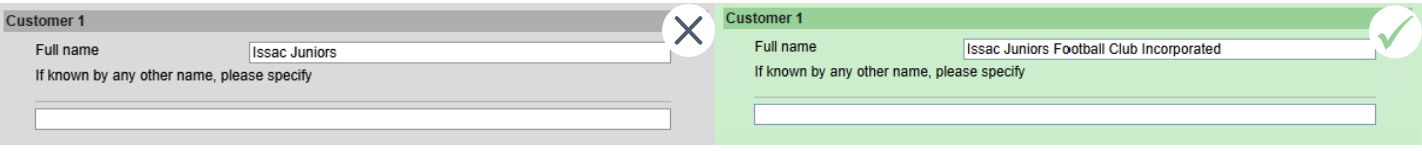
Full names and legal names

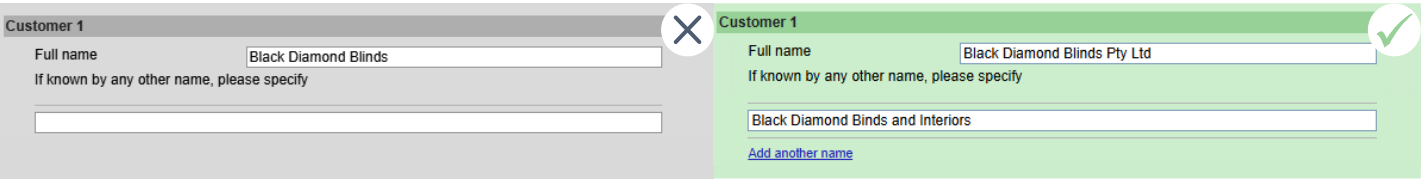
Sole traders



If your customer is a sole trader, enter all given and family names in the 'full name' field. The customer's business name should be entered in the 'if known by any other name' field . Do not use initials where full names are available. The 'if known by any other name' field can be generated as many times as needed by selecting 'add another name'.

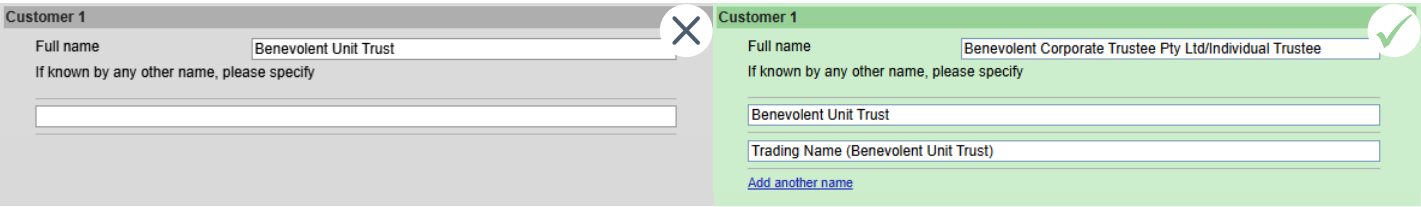
Non-individual customers





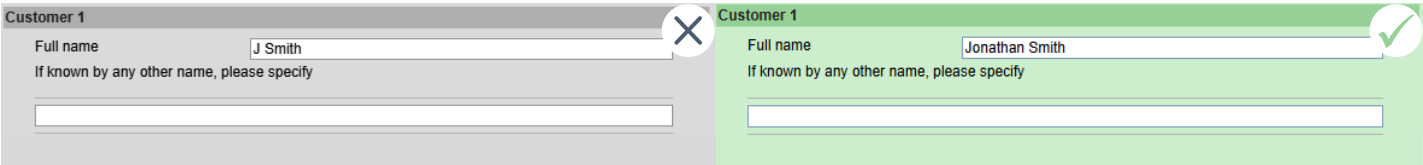
If your customer is a non individual, enter the full legal name of the organisation. Do not use initials where full names are available. The 'if known by any other name' field can be generated as many times as needed by selecting 'add another name'. Enter the trading name(s) under which the organisation is operating in the 'if known by any other name' field.

Trusts



If your customer is a trust, enter the full legal name of the trust. Do not use initials where full names are available. The 'if known by any other name' field can be generated as many times as needed by selecting 'add another name'. Enter the trading name(s) under which the organisation is operating in the 'if known by any other name' field.

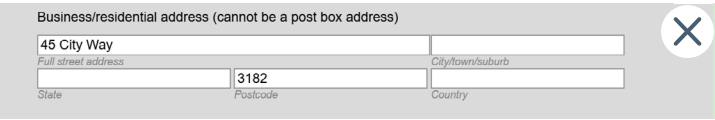
Individuals

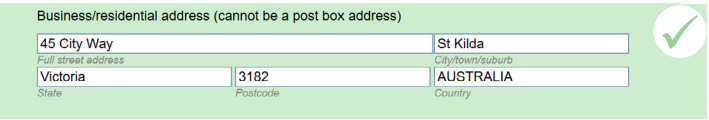


If your customer is an individual, enter all given names and the family name. Do not use initials where full names are available. The 'if known by any other name' field can be generated as many times as needed by selecting 'add another name'.

Completing Part A – Details of the customer (cont.)

Business/residential address (cannot be a post box address)





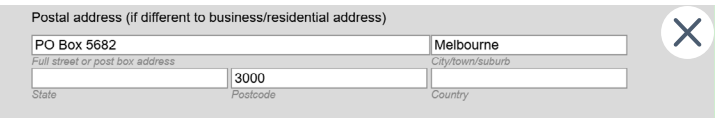
If your customer is an individual, enter their residential address.

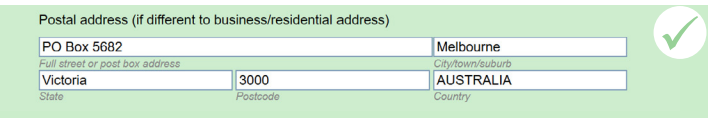
If the customer is a non individual, enter the business address or physical address at which their organisation trades or operates.

Make sure that you provide a physical address where the customer can be located and not just a postal address.

Make sure you complete all address fields.

Postal address (if different to business/residential address)



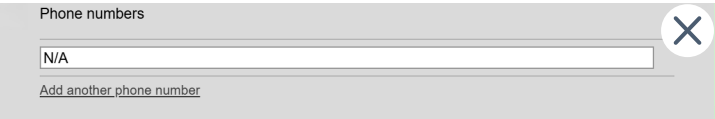


Provide the customer's postal address if it's different to the physical address that was provided in the previous question.

The postal address may be a different street address, or a post box address.

If completing the postal address, make sure you complete all address fields.

Phone number





Provide the customer's telephone numbers including any country and area code details, where possible. Mobile phone numbers are acceptable.

Occupation/business or principal activity



If the customer is an individual, enter their occupation or the type of work they do.

If the customer is a non individual, describe the type of business they operate or the goods and/or services they provide.

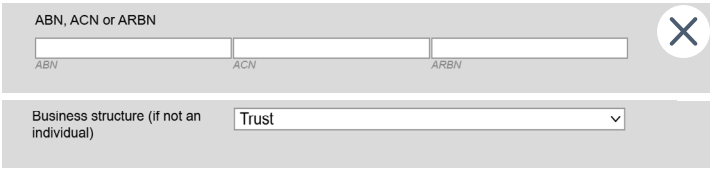
Occupation, business or principal activity – for an individual



Occupation, business or principal activity – for a business



ABN, ACN or ARBN and non-individual customers' organisation structures



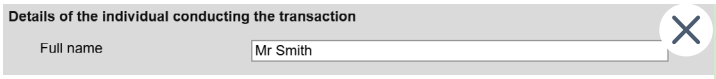
While these are 'if known' fields, you should know this information through undertaking your applicable customer identification procedures.

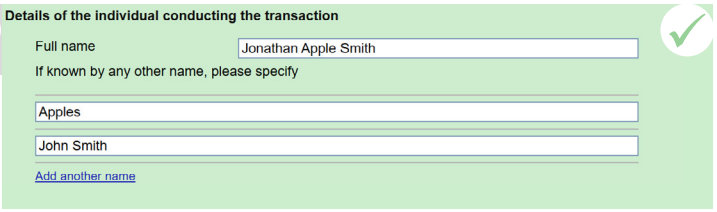
Completing Part B – Details of the individual conducting the transaction

The purpose of Part B is to record the details of the individual undertaking the threshold transaction.

For further information and scenarios explaining the difference between the customer and the individual conducting the transaction, refer to the TTR Guide on AUSTRAC Online.

Full name of the person conducting the transaction





If the individual conducting the transaction is not the customer listed in Part A, enter the full name of the individual here.

Enter all given names and family name. Do not use initials where full names are available.

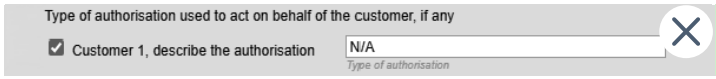
Occupation, job title or principal activity of the person conducting the transaction

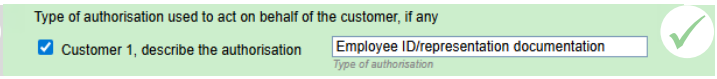




Enter the occupation, job title or the type of work the individual conducting the transaction does.

Type of authorisation used to act on behalf of the customer





If the individual conducting the transaction (or the organisation they are representing) is authorised to act on behalf of the customer, provide a description of evidence that shows the individual/organisation is an authorised agent of the customer.

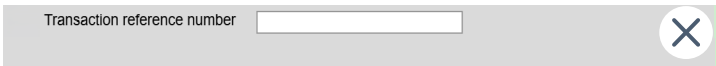
A list of common agency authorisations can be found in the TTR Guide on AUSTRAC Online.

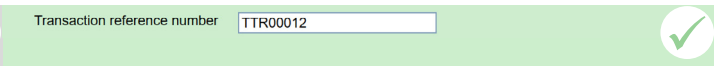
If the individual (or organisation they are representing) doesn't provide documentation as evidence of agency authorisation, leave this field blank.

Completing Part C – Details of the transaction

The purpose of Part C is to record details of the transaction, including a breakdown of cash and other components.

Transaction reference number





In English, enter the code of letters and/or numbers by which you or your organisation uniquely identifies this transaction.

You are required to keep records of transactions to comply with your obligations. Assigning a unique transaction reference number to each transaction will assist you with conducting effective quality assurance and responding to AUSTRAC and partner agency requests for information. Any transaction reference or number must be included in the TTR.

Section 1 and Section 2

Enter the cash and other components received from the customer in Section 1 and enter the cash and other components provided to the customer in Section 2. Make sure that the total value listed in Section 1 equals or reconciles with the total value listed in Section 2.

For more information

For guidance on how to complete all sections of the TTR form, go to AUSTRAC Online.

If you are unsure of a question when completing your TTR, hover over the ? symbol for more information on what's required.

If you need further assistance, you can contact us.