AV CHARTERED ACCOUNTANTS

ATO Client-Agent linking steps

Businesses can use the ATO online services to nominate an agent.
We **cannot** do this for you, however if you require assistance please contact us or call the ATO on 13 28 66.
Alternatively you can watch a Youtube tutorial. See link here (thanks to Michelle Knight from Little Miss Bookkeeping)

Have you already set up access to Online services for business?

YES → **Log in to Online services for business**

No → **Set up your myID**

Remember that myID is different to myGov.

For instructions on setting up your myID, see www.myid.gov.au/setup.

You will need at least Standard identity strength to set up your business for online services. e.g drivers license, passport and medicare card.

→ **Link your myID to your ABN**

You'll need to use Relationship Authorisation Manager (RAM) to link your myID to your Australian business number (ABN).

The principal authority (info.authorisationmanager.gov.au/principal authority) is the person responsible for the business, and **must** be the first person to link the ABN in RAM.

Click here to link online

If unable to link online, please contact the ATO on **1300 287 539** and select option **3**.

→ **Log in to Online services for business**

Use your myID to log in to Online services for business ato.gov.au/OSB

→ **Nominate AV Chartered Accountants in Online services for business**

From the Online services for business home page:

- select **Profile**, then **Agent details**
- at the **Agent nominations** feature, select **Add**
- on the **Nominate agent screen**, go to **Search for agent**
- type our registered agent number (RAN) **24420009** and select **Search**
- select **AVCA Pty Limited**
- complete the **Declaration**
- select **Submit**.

You'll now see AVCAs details listed under Agent nominations.

For more information, go to ato.gov.au/agentnomination

→ **Let us know we have been nominated**

Email or call us to let us know you have nominated us.

We only have 28 days to accept your nomination, so please let us know.

Email: mail@avca.net.au

Phone Numbers:
Waratah: 4929 5533
Maitland: 4933 6100