

Important Information for New Business Clients

The ATO has further strengthened the security of their online services to protect clients from fraud and identity-related theft. This means that **all businesses with an ABN (excluding sole traders) will need to nominate Smartax as their agent before we can add you to our client list.**

If you operate a partnership, trust, or company, please follow these steps to engage us as your tax agent through the ATO.

1. Register for myGovID

You will need to download the **myGovID** app and set up a secure digital identity. *Please note: this is different to the myGov app.* You will need two Australian identity documents to set this up (eg. Licence and Passport).

2. Set up Relationship Authorisation Manager

Once you have set up your myGovID, please link it to your ABN through Relationship Authorisation Manager (RAM).

3. Login to Online Services for Business

Use your myGovID to log in to **Online Services for Business** and then follow these steps:

- Select **Profile**, then **Agent Nominations**

- Click **Add**

- On the Nominate Agent screen, click **Search for Agent** - to search for Smartax, type in our RAN 7439 1003 or search Little Orchard Pty Ltd

- Complete the declaration

-Select **Submit**

4. Let us know that you have completed the nomination in Online Services (we do not receive notification that you have nominated us, and we have 28 days to accept the nomination)

If you experience issues while completing the agent nomination process, please contact the ATO on **13 28 66**. You will need to have established your identity and have our agent number (7439 1003) ready so that the ATO can search for our details.

If your entity **does not operate a business (ie. Does not have an ABN)**, you will need to provide us with some other form of documentation to verify the entity's identity (for example, a trust deed or company constitution). Please contact us to discuss this if it applies to you.