

The ATO have introduced an agent nomination process as a new requirement to help ensure only an authorised tax agent, BAS agent or payroll service provider can access your accounts and act on behalf your tax affairs.

Effective from 13th November 2023 the agent nomination process will apply to all entities with an ABN with the exclusion of sole traders.

As part of this nomination process, we kindly ask if you could please follow these steps to appoint 542 Partners as your tax agent:

1. Use myGOVID to log in to Online Services for Business via the following link: [Businesses | Australian Taxation Office \(ato.gov.au\)](#).

If Online Services for Business has not been setup previously, please complete the following steps (otherwise please skip to step 2):

MyGovID

- Download the MyGovID app on your phone from the App Store or Google Play.
- Follow the prompts to enter your full name, date of birth and email address. Use a personal email address that belongs to you and is not shared.
- Verify your two identity documents e.g. driver's licence and Medicare card.

This will need to be setup by both <entity name> primary person e.g. Director or Public Officer with Australian residency if not done so already.

Link your MyGovID to your business using RAM

The primary person will need to follow these steps:

- Log in to **RAM** at the following link: [RAM | Relationship Authorisation Manager](#)
- Select **Link my business** – they will be redirected to the ATO to find <entity name>
- Add their personal postal or residential address (as held by the ATO) and select **Continue**
- Select the business <entity name> and select **Continue**
- Enter an email address (this can be different to the one used to set up the Digital Identity) and select **Send email** to receive a verification code
- Enter the verification code and select **Verify** and **Continue**
- View the summary of <entity name> and select the checkbox to declare they understand and accept, then select **Submit**
- A message will display confirming that <entity name> is successfully linked – then select **Continue**.



Suite 305, 30 Kingsway
Cronulla NSW 2230

PO Box 465
Cronulla NSW 2230

Ph: 02 9527 1782

Fax: 02 9527 9678

Email: info@542partners.com.au

Web: www.542partners.com.au

Subsequent to this, the primary person can then issue you an authorisation request to access the Business Portal.

2. Nominate 542 Partners as authorised agent by completing the following:

- Log in to the **Online Services for business** at the following link: [Businesses | Australian Taxation Office \(ato.gov.au\)](#)
- From the Online Services 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 542 Partners', Registered Agent Number 24653847 or practice name and select Search.
- Select 542 Partners as your agent you want to nominate
- Check that the agent's details are correct
- Complete the **Declaration**
- Select **Submit**.