

How to Nominate Trinity as Your Registered Tax Agent

From 13 November 2023, the ATO requires **all entities with an ABN (excluding sole traders)** to nominate their registered tax agent through ATO Online services for business. This applies when you engage a new agent (us) or change the authorisations you have given an existing agent. We **cannot** complete this step on your behalf — but the instructions below will walk you through it.

Trinity Accounting Practice's

Registered Tax Agent Number: 78342003

You will need this number at Step 4 below.

You will need before you start:

- A smart device (phone or tablet) for the myID app
- Two Australian identity documents (passport, drivers licence, Medicare card, citizenship cert.)
- Your business ABN
- Trinity's **Registered Tax Agent Number: 78342003**

Have you used ATO Online services for business before?

- **Yes** — skip to **Step 3**.
- **No** — start at **Step 1**.

Before you start Steps 1 and 2

You must be the **principal authority** for the business — the person responsible for the entity, listed as an associate on the Australian Business Register (e.g. director, trustee, public officer). If you are not sure of your role, see authorisationmanager.gov.au/beforeyoulink.

Step 1 — Set up your myID (Digital ID)

myID is the Australian Government's Digital ID app (it replaces the old myGovID).

- Download the **myID app** from the Apple App Store or Google Play onto your smart device. Info: myid.gov.au.
- Follow the prompts at myid.gov.au/how-set-myid to set up your account.
- Choose your identity strength:

Strong identity strength — recommended. Verify:

- Your Australian passport (plus a selfie photo verification), **and**
- One of: citizenship certificate, drivers licence, or Medicare card.

Standard identity strength — verify two Australian identity documents, then [phone the RAM support line](#) to complete Step 2.

Important: Your Digital ID is unique to you and contains your personal information. You **cannot** share it with anyone — including our team.

Step 2 — Link your myID to your ABN in RAM

RAM (Relationship Authorisation Manager) is the Government system that links you to your business.

- Go to authorisationmanager.gov.au and log in with your myID.
- Select **Link my business** and follow the on-screen prompts.
- You only need to do this once per business.

If you have a **Standard** myID, or you are a primary person (e.g. authorised contact for a government entity), you will need to [phone the RAM support line](#) to finish linking.

Step 3 — Log in to Online services for business

- Go to onlineservices.ato.gov.au/business.
- Log in with your myID.

Step 4 — Nominate Trinity as your authorised agent

This is the main step. Enter Trinity's Registered Tax Agent Number: **78342003**.

- 1 From the **Online services for business** home page, select **Profile**, then **Agent details**.
- 2 Under **Agent nominations**, select **Add**.
- 3 On the **Nominate agent** screen, go to **Search for agent**.
- 4 Type in our Registered Agent Number **78342003** and select **Search**.
- 5 Select **Trinity Accounting Practice** from the results.
- 6 Check the agent details are correct.
- 7 Complete the **Declaration**.
- 8 Select **Submit**.
- 9 You should now see Trinity listed under **Agent nominations**.

Step 5 — Let us know you've nominated us

The ATO will **not** automatically tell us you have completed the nomination. Please email or phone our office on the same day so we can add you as a client.

You have 28 days from the date of nomination for us to add you as a client. After 28 days the nomination expires and you will need to start again.

Extending a nomination (if 28 days runs out)

- From the **Agent nominations** screen, select **Extend** next to our name.
- Confirm our details on the **Extend agent nomination** screen.
- Complete the declaration and select **Submit**.
- Tell us as soon as the extension is done.

An **expired** nomination cannot be extended — you'll need to lodge a new one.

If you run into trouble

- **ATO general enquiries:** 13 28 66 — have our Agent Number **78342003** ready.

- **myID help:** myid.gov.au/help/top-enquiries
- **RAM help:** authorisationmanager.gov.au/help/link-a-business
- **Trinity Accounting Practice:** phone or email us — we can walk you through it screen-by-screen.

If you don't have a smart device, phone the ATO on **13 28 66** and they can assist you to nominate your agent over the phone.

Adapted from the Australian Taxation Office: "How to nominate your registered agent". Original source: <https://www.ato.gov.au/businesses-and-organisations/preparing-lodging-and-paying/agent-nomination/how-to-nominate-your-registered-agent>. This guide is provided by Trinity Accounting Practice for client convenience and does not replace the official ATO instructions.