



ACCUMEN

Accountants + Business Advisors

ATO AUTHORISATION GUIDELINES

Thank you for trusting Accumen for your future taxation needs.

To get started with authorising Accumen, here's a guide for your convenience.



Authorising Accumen Accountants & Business Advisors

The Australian Taxation Office has implemented processes to strengthen the security of online services to help protect clients against fraud and identity-related theft.

This means that all entities wishing to onboard with our firm (excluding Individuals & Sole Traders) will be required to nominate us as their agent through online services for business. Once this has been completed, you will need to notify us within 28 calendar days in order for us to accept otherwise the nomination will expire.

Please note: You will need Accumen's registered agent number (RAN) for this process, this is:
RAN: 254 548 53

If you have any difficulties with this process, please contact our office on (02) 6338 2388 for assistance.

1 Use your myID to log into 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 your agent's (or payroll service provider's) registered agent number (RAN) or practice name and select Search
- Select the agent you want to nominate (if multiple results are returned, select the correct agent)
- Check that the agent's details are correct
- Complete the Declaration
- Select Submit.

You'll now see your agent's details listed under Agent nominations.

3 Notify us that this has been completed within 28 calendar days.



START SMART, START STRONG
YOUR BUSINESS. OUR EXPERTISE

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