How to nominate your tax agent with the ATO

A step-by-step guide for businesses using ATO Online services for business

To protect your tax and super information, the ATO now requires **you** to nominate your registered agent in Online services for business whenever you appoint a new agent or change what your agent can do for you.

We can't do this step for you, but it only takes a few minutes and we're happy to talk you through it.

This applies to companies, trusts, partnerships and other entities with an ABN. **Sole traders don't need to nominate**, so let us know and we'll link you directly.

YOUR REGISTERED TAX AGENT

OM Tax Services
Rockdale NSW

Registered agent number (enter this in Step 4)
26072249

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

YES Go straight to **Step 3**.
NO Start at **Step 1**. Only the business's principal authority (e.g. a director) can do this set-up.

1 Set up your myID

- Download the **myID** app (formerly myGovID) from the App Store or Google Play and follow the prompts.
- Choose a **Strong** identity strength if you can (Australian passport plus a driver licence, Medicare card or citizenship certificate). It lets you finish Step 2 online.
- **Standard** strength works too, but you'll need to phone the ATO for Step 2.

Important: your myID is personal to you and can't be shared.

2 Link your myID to your ABN

- With a **Strong** myID, log in to Relationship Authorisation Manager (RAM), select **Link my business** and follow the prompts.
- With a **Standard** myID, or if you're not listed as an associate on the Australian Business Register, phone the RAM support line to complete this step.

You only need to do this once.

3 Log in to Online services for business

Use your myID to log in at onlineservices.ato.gov.au/business.

4 Nominate OM Tax Services as your agent

1. From the home page, select **Profile**, then **Agent details** A
2. Under **Agent nominations**, select **Add** B
3. In **Search for agent**, enter **26072249** and search C
4. Check the details show **OM Tax Services, Rockdale NSW**, then complete the **Declaration** and select **Submit** D
5. Save or print the confirmation as a PDF E
6. OM Tax Services now appears under **Agent nominations** F

Wrong name showing? Don't submit. Check the number (26072249) or call us before you continue.

Need more time? From the day after you submit, select **Extend** next to our name to add another 28 days. Expired nominations need to be submitted again.

5 Let us know it's done

The ATO **doesn't notify us**, so please email the confirmation to team@sydneytaxaccountant.com or call **1300 661 380**.

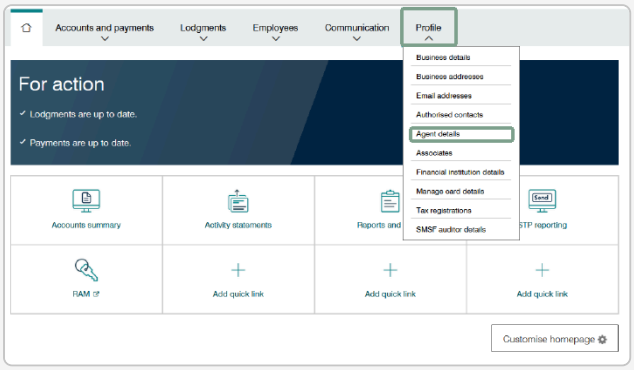
Your nomination stays open for **28 days**, and we'll complete the link within that time.

Step 4 screen by screen

What you'll see in Online services for business. The green boxes show where to click. The agent shown in the ATO's sample screens is an example only. Your screen should show **OM Tax Services, Rockdale NSW**.

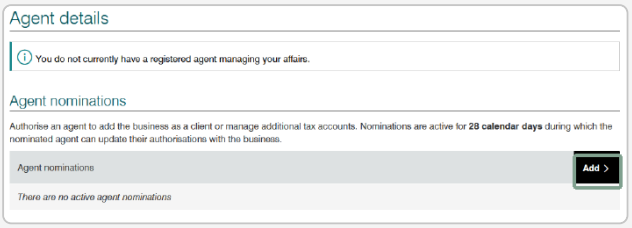
A Home page

Select Profile, then Agent details.



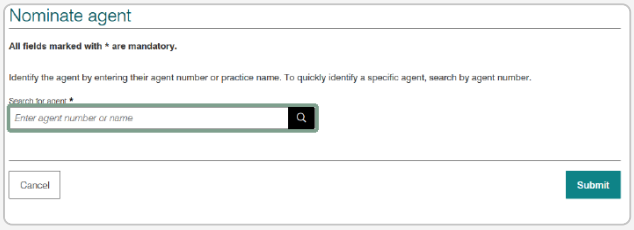
B Add an agent nomination

Under Agent nominations, select Add.



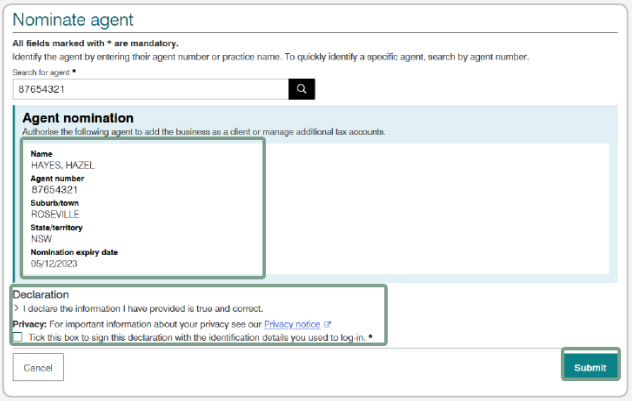
C Search for your agent

Enter 26072249 and select the search icon.



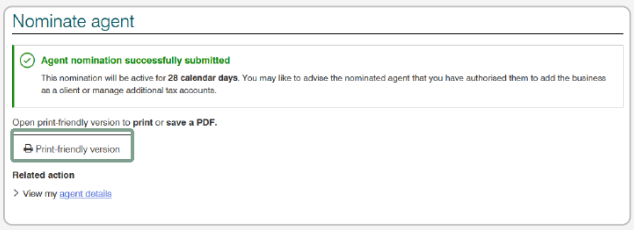
D Check, declare and submit

Confirm the name, tick the declaration, then Submit.



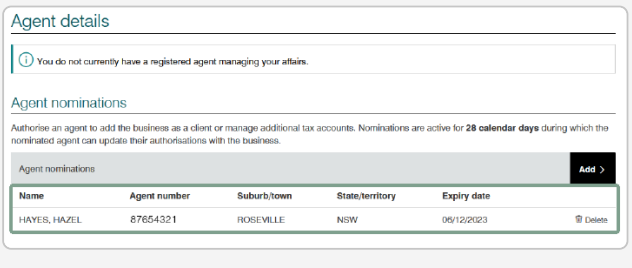
E Confirmation

Use Print-friendly version to save a PDF, then send it to us.



F Nomination listed

OM Tax Services shows under Agent nominations until we link you.



Need a hand?

Call SydneyTaxAccountant.com on **1300 661 380** or email team@sydneytaxaccountant.com. We'll talk you through each screen.

Can't complete it online?

Call the ATO business enquiries line on **13 28 66**. You'll need to confirm your identity and have our agent number **26072249** ready.

This is a general summary only and is current as at November 2026. Steps and screens are adapted from the Australian Taxation Office guide *How to nominate an agent in Online services for business* (NAT 75562) and ato.gov.au/CALsteps. Screenshots © Commonwealth of Australia (ATO), used under the ATO's copyright terms. Tax agent services are provided by OM Tax Services, Registered Tax Agent 26072249.