

# Not-for-Profit / Association

## Meeting with a Tax Agent

What to bring to the meeting:

- Entities tax file number
- Entities ABN
- Copy of Constitution
- Contact details for Treasurer & President (or equivalent)

Things you need to do before the meeting:

- Make sure your ABN is up to date - see our ABN Update Checklist
- Make sure you have access to the entities ATO Online Business