Not-for- Profit / Association
ABN Update Checklist

1. Gather all Required Information
   • ABN and TFN if applicable
   • Updated contact details (email, phone, address)
   • Updated business activity details (ANZSIC codes)
   • Updated associate details (e.g. office bearers or responsible persons), you will need officers full legal name, position, date of birth, address & TFN

2. Log in to ABR Online Services (if you cannot do this, see https://www.ato.gov.au/online-services/businesses-and-organisations-online-services/set-up-your-access-to-online-services-for-business)
   • Go to https://www.abr.gov.au
   • Use myGovID to log in
   • Ensure access is set up via Relationship Authorisation Manager (RAM)

3. Update ABN Details
   • Navigate to 'Update your ABN details'
   • Make changes to:
      • Contact information
      • Business activity codes
      • Associate details
      • Additional business activities (up to 4)

4. Update Legal Name (if applicable)
   - Legal name changes must be updated via the Australian Charities and Not-for-profits Commission (ACNC) - Visit: https://www.acnc.gov.au

5. Confirm and Submit
   • Review all changes carefully
   • Submit updates
   • Save or print confirmation for your records

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6. Link your BAS/Tax Agent with the ATO (if needed)
    - Follow the instructions at https://www.ato.gov.au/tax-and-super-professionals/for-tax-professionals/client-to-agent-linking

If you are using us as your tax agents, you can add our details to the form:
    Tax Agent Name: Embark Tax Services
    Tax Agent No.: 24690250
    Postal Address: PO Box 351, Mooroolbark VIC 3138
    Phone: 03 9727 5811

7. Notify Other Agencies (if needed)
    If your charity is registered with other bodies (e.g. ASIC, ATO), notify them separately if required

8. Keep Records
    • Maintain internal records of the update
    • Ensure board or committee is informed