



How to nominate PKF as your authorised tax agent

ATO CHANGES TO PREVENT UNAUTHORISED ACCESS TO CLIENT ACCOUNTS

WHAT HAS CHANGED?

The ATO are implementing these changes to strengthen the security of your online services. This is to ensure that only the correct registered agents have access to your Tax and Super details.

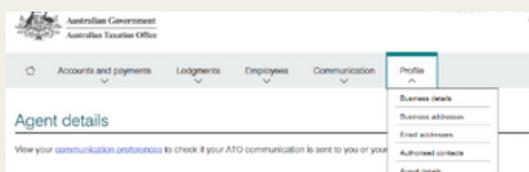
This means that you now need to use the Agent Nominations feature to nominate PKF as your authorised agent, via [Online Services](https://onlineservices.ato.gov.au/business/) (onlineservices.ato.gov.au/business/)

HOW TO NOMINATE PKF

1 Log in to your [Online Services](https://onlineservices.ato.gov.au/business/) business portal

(See below if you do not have access to Online Services – you will need a MyGovID)

2 Select Profile then Agent details



3 At the Agent nominations feature

4 Select Add

5 Type in your registered agent's number

- a) 36556005 or type PKF NEWCASTLE PTY LTD
- b) 25452363 or type PKF SYDNEY PTY LTD
- c) 26008312 or type PKF (NS) SUPER PTY LTD
- d) 18185005 or type PKF (NS) TAX PTY LTD
- e) 64542008 or type PKF PORT STEPHENS PTY LTD
- f) 25563821 or type ROSE & PARTNERS (PKF UPPER HUNTER)

6 Select search

7 Select the tax agent from the list

8 Tick the declaration

I declare the information I have provided is true and correct

9 Select submit

10 **Email your PKF Representative to let them know you have completed the process.**

*Please note, PKF will NOT automatically receive notification from the ATO that this has been completed, so we need you to notify us.

ACCESSING ONLINE SERVICES FOR BUSINESSES

To access Online services for business you'll need to sign in using myGovID.

If you're new to the ATO's online services, you will need to first set up your myGovID and then link it to your business in Relationship Authorisation Manager (RAM).

For access and set up assistance, see: [Accessing online services with myGovID and RAM.](#)

[Set up your access to Online services for business.](#)



Online services for business

Client-agent linking steps

Businesses can use our online services to nominate an agent. Your agent **cannot** do this for you.

