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# Lodge your NFP self-review return online

Follow these steps to lodge your NFP self-review return using Online services for business.

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## Who needs to lodge?

Non-charitable not-for-profits (NFPs) with an active Australian business number (ABN) need to lodge an **annual NFP self-review return** to notify us they're eligible to self-assess as income tax exempt.

If you've already set up your myID and linked it to your NFP in Relationship Authorisation Manager (RAM), you can lodge the NFP self-review return using **Online services for business**. If not, follow these steps to get started:

## Step 1: set up your myID

Your myID is unique to you. Each person who needs to access Online services for business will need to set up their own myID. To [set up your myID](#):

- download the myID app from the App Store or Google Play
- enter your details – open the myID app and follow the prompts to enter your details, including your full name, date of birth and **personal** email address
- verify your identity – you will need either a **Standard** or **Strong** identity strength.

## Step 2: link your myID to your NFP in RAM

Once you've set up your myID, you need to link it to your NFP's ABN using RAM.

How you do this depends on whether you're a:

- [principal authority](#) – person responsible for the organisation
- [authorised user or administrator](#) – someone who acts on behalf of the organisation.

A principal authority or authorisation administrator needs to authorise you before you can access Online services for business on behalf of the organisation.

## Step 3: completing your return

Once you have set up your myID and linked it to your NFP in RAM, you will be able to lodge your NFP self-review return using Online services for business.

Use our NFP self-review return guide and prepare your answers for a successful lodgment.

There are 3 simple sections to complete when lodging your NFP self-review return:

- Section 1: Organisation details
- Section 2: Income tax self-assessment
- Section 3: Summary and declaration

If you need to update your associates and authorised contacts to access Online services for business see [ato.gov.au/NFPnotifyofchanges](http://ato.gov.au/NFPnotifyofchanges) for more information.

If the previous contact is unknown or if you're a newly appointed contact, you can still update ABN registration details.

We will accept the *Change of registration details form* from a newly appointed contact if you provide evidence of your approved nomination. This includes meeting minutes that reflect your nomination approval, or a notification from your board stating your approved role. Remember to sign the form before you post it to us.

## Need more ways to lodge?

Instead of lodging online, you can call our automated **self-help phone service on 13 72 26**. If you have your details ready when you call, it typically takes around 10 minutes to lodge.

Alternatively, a registered tax agent can lodge your NFP self-review return through Online services for agents.

Our series webinars on NFP self-review return covers the new reporting requirements, including an overview of who needs to lodge, how to set up myID and RAM, and how to complete the NFP self-review return.

You can also check our updated guidance regularly at [ato.gov.au/NFPTaxExempt](http://ato.gov.au/NFPTaxExempt) and subscribe to our monthly **Not-for-profit** newsletter for the latest tax and super news.

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