



Cross entity authorisation nomination form

Online services for business and Standard Business Reporting

Complete this form if you are the authorising individual for one or more entities, and would like to authorise a representative entity to access the nominating entities' protected information and to act on their behalf in relation to their tax affairs, including changes and updates to tax information. This authorisation is restricted to Online services for business and Standard Business Reporting and therefore only relates to users authorised by the representative entity in Relationship Authorisation Manager (RAM).

Authorising individual

This form is to be completed by an individual who is authorised for tax law purposes to act on behalf of the entities listed in Section B. The authorising individual for all entities making the nomination will generally be a:

- public officer (for tax law purposes)
- director of a company
- partner of a partnership
- individual trustee of a trust or director of a Corporate Trustee, or
- for other organisations either the:
 - president or chair
 - vice-president or vice-chair
 - treasurer
 - secretary
 - equivalent positions with responsibility for the overall management of the organisation.

The authorising individual is required to make the Declaration at question 3 in Section B of this form.

Conditions for Online services for business and Standard Business Reporting arrangements

The Online services for business and Standard Business Reporting services may be withdrawn if:

- the Commissioner decides to withdraw the service
- the nominated entity has breached the terms under which the authorisation was given
- a user is found to have breached the myGovID terms of use or ATO online terms and conditions, including using another individual's myGovID login
- the nominated representative entity no longer represents an entity named on this form. The nominating entity will need to call us to cancel this nomination when they no longer want the representative entity to act on their behalf.

When completing this form

- Print clearly in BLOCK LETTERS using a black pen only
- Place **X** in the applicable boxes
- Sign and date the declaration at the end of the form
- Ensure all mandatory fields marked with an asterisk (*) are completed
- The ATO may request supporting documents to process your application.

Where to send this form

Mail the completed form to
Australian Taxation Office
PO BOX 3373
PENRITH NSW 2740

Section A: Representative entity being nominated

Australian business number (ABN)

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Entity name*

 Only users who are authorised for the business in RAM will be able to access Online services for business and Standard Business Reporting on behalf of the entity making the nomination.

2 The authorising individual for all entities making the nomination

The individual must be an authorising individual (see page 1) to nominate the representative entity on behalf of all the entities listed in question 1.

AUTHORISING INDIVIDUAL DETAILS

Full name*

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given names

Position held*

Residential address*

Suburb/town

State/territory

Postcode

Date of birth

Day / Month / Year
 / /

Contact details*

Business phone

Mobile

Fax

Your business email address

 When we complete your request, you will be notified by email. The nominated entity will need to set staff access levels. If you are **not** the person setting the access, please nominate an email address for the appropriate person below.

Alternative email address

3 Declaration

 You should read the information on the front of this form titled 'Authorising individual' before signing this declaration.

Privacy

Taxation law authorises the ATO to collect information and disclose it to other government agencies. For information about your privacy go to ato.gov.au/privacy

Declaration being made by the authorising individual

I declare that the information provided is true and correct.

I declare for tax law purposes that I am authorised to make the appointment of the nominated representative entity on behalf of each of the listed entities at question 1 in Section B of the form.

Name

Signature

Date

Day / Month / Year
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