



How to Nominate Sherpa Bookkeeping as your BAS / Tax Agent

What is Client-agent linking?

From 13 November 2023, all businesses with an ABN (except sole traders) must use the ATO's Online Services for Business (OSFB) to nominate a Tax Agent or BAS Agent. This process is known as Client-agent linking. There are 5 steps:

1	Set up your Digital ID (myGovID) myGovID is the Australian government's digital identity app. It allows an individual to prove who they are when interacting with various government agencies. (Importantly, myGovID is not the same as myGov, which is a website and app used to access government services online.)
2	Link your myGovID to your ABN This step requires you to use Relationship Access Manager (RAM), a separate government website which allows you to access government online services on behalf of your business.
3	Log in to your OSFB
4	Nominate us as your BAS / Tax Agent During the nomination process, you will need to enter our registered agent number which is 26292134.
5	Let us know you have nominated us

If your business already has an OSFB, you can start the process at step 3.

Australian Government Resources

Here are some links to help you:

- the [Agent Nomination process](#) page of the ATO's website discusses how to authorise an agent in OSFB.
- the [Client-to-agent linking steps](#) page of the ATO's website provides a detailed set of instructions for clients seeking to nominate an agent.
- the [Online Services for Businesses](#) page of the ATO's website provides assistance to businesses in establishing electronic interactions with the ATO.
- [myGovID](#): a government web site which guides individuals through the process of establishing a myGovID.
- [RAM](#): a government website which enables the linking of an ABN to an individual's myGovID.

The ATO's support number for Client-agent linking is **132 866**.

We're here to help

You must perform the Client-agent linking steps yourself. We can't do them for you, but if you're stuck, we may at least be able to steer you in the right direction. Please call us on 0414 760 067