

## CHECKLIST FOR OBTAINING OR CHANGING CURRENT ABN / GST REGISTRATION

Registering a new entity under the ABN / GST regime	Tick when completed
<p><b>1.</b>E-mail the ATO at <a href="mailto:govreg@ato.gov.au">govreg@ato.gov.au</a> or ring 1300 130 902 to obtain the government ABN/GST registration form.</p> <p><i>Remember do not use the registration form available through the ATO Business Entry Point.</i></p>	<input type="checkbox"/>
<p><b>2.</b>Provide Treasury's Accounting Branch (Phone 620 70330) with the following details:</p> <p style="padding-left: 40px;">the name of the entity to be registered; the address of the entity (a postal address will not suffice, it must be the physical address of the entity); and the name of an authorised officer.</p> <p><i>Remember the ATO will not complete the registration process until Treasury has advised the ATO of the above details.</i></p>	<input type="checkbox"/>
<p><b>3.</b>Complete the details required on the government registration form, sign and post to the ATO at:</p> <p style="padding-left: 40px;">LMG Team Registry Division Australian Taxation Office PO Box 9100 CHERMSIDE QLD 4032</p> <p>Alternatively, the completed and signed forms can be faxed to the ATO's LMG Team (07) 3213 8844.</p>	<input type="checkbox"/>
<p><b>4.</b>Once you have been provided with an ABN, you can register with the ATO to lodge your Business Activity Statement electronically.</p> <p>To use the ATO's Electronic Commerce Interface (ECI) Client Software, you will need to register for an ATO Digital Certificate at <a href="http://www.ato.gov.au/onlineservices/">www.ato.gov.au/onlineservices/</a> .</p>	<input type="checkbox"/>

Changing your current ABN / GST registration details	Tick when completed
<p>1. Where there is a change relating to legal or trading name, postal, email or business address, main business activity, financial institution account information, or authorised contact person details, you will need to advise the ATO accordingly by completing a “Change in Registration Application” – [NAT 2943].</p> <p>Where a government entity or sub-entity is privatized or abolished you will need to complete a “Cancellation of Registration” form [NAT 2955] The forms are available at:</p> <p><a href="http://www.ato.gov.au">www.ato.gov.au</a> select “Forms &amp; services” then scroll down to the relevant form.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>
<p>2. Complete the details on the form, sign and post to the ATO at:</p> <p>LMG Team Registry Division Australian Taxation Office PO Box 9100 CHERMSIDE QLD 4032</p> <p>Alternatively, the completed and signed forms can be faxed to the ATO’s LMG Team (07) 3213 8844.</p> <p><b><i>Completed forms should not be sent to ATO addresses listed on the forms.</i></b></p>	<p style="text-align: center;"><input type="checkbox"/></p>
<p>3. If you lodge your Business Activity Statement electronically, you will need to advise the ATO accordingly by completing a “Online services – registration, cancellation or change of details” form – [NAT 3327]. The form is available at:</p> <p><a href="http://www.ato.gov.au">www.ato.gov.au</a> select “Forms &amp; services” then scroll down to form [NAT – 3327]</p>	<p style="text-align: center;"><input type="checkbox"/></p>