

Updating ABN Contacts

2024

Updating and adding contact details to the Associations ABN

Please note: Consider who on your committee becomes the contact person and associate for the ABN. For the easiest access the associate person will need to have a MyGovID or the ability to gain one, our recommendation is that it's your Treasurer.

IF YOU HAVE ACCESS TO THE RAM PORTAL

Step 1: visit [Step 1: visit https://www.abr.gov.au/](https://www.abr.gov.au/)

Step 2: click "Update your ABN details" on the right side of the page(desktop)

Step 3: log in using your myGovID

1. If you aren't set up to access the RAM portal but are an associate on the ABN continue through the process of adding a business.
2. If you have issues contact the ABR on 13 92 26

Step 4: select the ABN for updating, and click update "Update ABN record"

Step 5: Click through the options updating the relevant info.

1. "ABN record and email address" add a school association email address if you have one.
2. "ANZSIC and business details" you shouldn't need to update.
3. "Business address" ensure the school address is listed with the school phone number, the location email address use the school association address if you have one or the treasurers.
4. "Postal address" use the school address.
5. "Additional location" ignore.
6. "Contacts" TASSO recommend listing the chairperson, and treasurer (at minimum) as contact people. It may be appropriate to add the School Business Manager if they are a committee member. Do not remove previous contacts yet.
7. "Associates" to add an associate you will need the tax file number of the individual to be added. TASSO recommend listing the chairperson, and treasurer (at minimum). Do not remove previous associates yet.
8. "Declaration" tick the declaration checkbox and submit the form.

Step 6: Test and remove exiting contacts and associates

1. The new associate added should log into the RAM following Step 1 to 4.
2. On the “Contact” tab remove exiting committee contacts.
3. On the “Associates” tab remove exiting committee contacts
4. Declaration” tick the declaration checkbox and submit the form.

IF YOU DO NOT HAVE ACCESS TO THE RAM PORTAL

Step 1: Order a Change of Registration Details form from the Australian Business Register

<https://iorder.com.au/publication/main.aspx>

The NAT number to insert is: **2943**

Add a couple of forms (up to 10) to your cart and have them posted to you (this is free), they can take a couple of weeks to arrive.

Step 2: Complete the Change of Registration Paperwork (in full)

Section A: This is the current information; your entity name can be found through ABN Lookup (<https://abr.business.gov.au/>)

Section B: Answer “no”

Section C: Answer “no”

Section D: Answer “yes” use the School’s Address

Section E: Answer “yes” complete for the Treasurer at minimum

Section F: Answer “yes” – this person will be able to add contact people in the future and ideally will need online access to update annually – our recommendation is to list the Treasurer (and consider the Chairperson). You’ll need tax file numbers to complete this section.

Section G: Answer “no”

Section H: The chairperson (or if you know the previous associate) to sign

Step 3: What you'll need to submit with the form:

1. Committee Minutes that contain the following:

The Education Act (TAS) 2016 can be found here:

<https://www.legislation.tas.gov.au/view/html/inforce/current/act-2016-051>

MOTION: The xx School Association recognise that the xx, chairperson is the person authorised by the School Association Committee to sign the ATO "change of registration details" form declaration

MOVED: xx; **SECONDED:** xx – **PASSED** by majority vote

MOTION: The xx School Association appoints xx, Treasurer, as the ABN contact person and an associate and grants them the authority to amend and update the ABN records and make any other corrections required.

MOVED: xx; **SECONDED:** xx – **PASSED** by majority vote

2. AGM & Committee Minutes:

Minutes from your last AGM and the meeting that proceeded the AGM appointing Office-Bearers.

*If your ABN hasn't updated after 28days, please call the ABR on 13 92 26 (there might be an error with the length of the old entity name).

Step 4: Create a practice in updating contacts annually either manually or electronically

Step 4a: Order change of details form to manually change contact details

- <https://www.abr.gov.au/contact-us/contact-abr>
- Lodge a form by mail
- Change your ABN Details
- You can order 10, we recommend ordering extra

The outgoing treasurer is the person to complete and sign the form.

Lodge the form with minutes appointing new office bearers and AGM minutes.

OR

Step 4b: Create a myGovID (treasurer) and link with RAM

If you don't already have one visit <https://www.mygovid.gov.au/> and set up an account.

You'll need:

- A smart device (myGovID app)
- A personal email address
- Identification documents like;
 - Drivers licence
 - Passport
 - Birth Certificate
 - Medicare Card
- Link online services with MyGovID and RAM