



# NFP self-review return – update, connect and lodge

Do you have access to ATO online services for business?

**NO**  
Start at **Step 1**

**YES**  
Start at **Step 4**

**1**

## Update ABN details

If ABN details are current, go to **Step 2**

Your organisation's **associate** details must be up to date on ATO records, to successfully set up your access to Online services for business.

An associate is usually a public officer, director or office bearer. See [abr.gov.au/associates](http://abr.gov.au/associates)

If you have been appointed as an associate but don't know the previous associate, visit [ato.gov.au/NFPchangesform](http://ato.gov.au/NFPchangesform) to download a **Change of registration details** form and submit it with evidence of your appointment.

Be sure to update your **email** address, and allow 4 to 8 weeks for us to notify you that your details have been updated.

Remember also to update any other authorised contacts and postal address details.

**i Tip:** If you don't know the ABN of your NFP, search ABN Lookup at [abr.business.gov.au](http://abr.business.gov.au)

ABN details updated?  
If yes, go to **Step 2**

**2**

## Get your myID

If you already have a myID, go to **Step 3**

The associate listed against the NFP's ABN must set up a myID with at least a Standard identity strength.

To set up a myID:

- download the myID app from the App Store or Google Play
- for instructions to setup your myID, visit [www.myID.gov.au/setup](http://www.myID.gov.au/setup)

Your myID is unique to you and you should not share it with other people.

**i Tip:** To achieve the minimum **Standard** identity strength, you need 2 identity documents such as a drivers licence and Medicare card

Successfully set up myID? If yes, go to **Step 3**

If no, go to **Step 4**

**3**

## Link your myID to set up access authorisations

If your myID is linked, go to **Step 4**

Phone **1300 287 539** to link your NFP's ABN in Relationship Authorisation Manager (RAM).

Linking your myID to your NFP's ABN does not allow other authorised users in your NFP to access your personal tax records.

In RAM an **associate** is called a **principal authority**.

Once linked, the **principal authority** can **authorise other users** to lodge the return in Online services for business.

For instructions, see [info.authorisationmanager.gov.au/authorisations](http://info.authorisationmanager.gov.au/authorisations)

**i Tip:** Additional authorised users only need a **Basic myID** to lodge the return in Online services for business

Successfully linked in RAM? If yes, go to **Step 4**

If no, go to **Step 4**

**4**

## Review income tax exemption eligibility

Your NFP should self-review every 12 months or when its governing documents change.

To prepare your NFP for lodgment, review the self-review return questions at [ato.gov.au/NFPselfreviewguide](http://ato.gov.au/NFPselfreviewguide)

Good governance is part of running a successful organisation. Help your NFP stay up to date with your tax, super and registry obligations by running through our checklist at [ato.gov.au/NFPgoodgovernance](http://ato.gov.au/NFPgoodgovernance)

**i Tip:** Note down your responses to the self-review questions. This will help you when lodging via our **13 72 26** self-help phone service

Access to Online services for business? If yes, go to **Step 5A**

If no, go to **Step 5B**

**5A**

## Lodge the NFP self-review return using Online services for business

Go to [ato.gov.au/OSB](http://ato.gov.au/OSB) and log in to Online services for business with your myID:

- Select **NFP self-review return** from the **lodgment** tab and select return for the reporting period.
- Follow the guided process and use the help text if you need clarification about a question.

For more instructions on how to lodge the NFP self-review return, go to [ato.gov.au/NFPonlineservices](http://ato.gov.au/NFPonlineservices)

**5B**

## Lodge the NFP self-review return using our 13 72 26 self-help phone service

If you cannot successfully complete steps 2 and 3, lodge using our **13 72 26** self-help service for the 2023-24 income year.

Be ready with your NFP's **ABN** and **reference number** from a letter we sent your NFP confirming it needs to lodge an NFP self-review return.

If you don't have a letter and have **completed Step 1**, phone us on **1300 130 248** for a reference number.

For more information, go to [ato.gov.au/NFPtaxexempt](http://ato.gov.au/NFPtaxexempt)

