

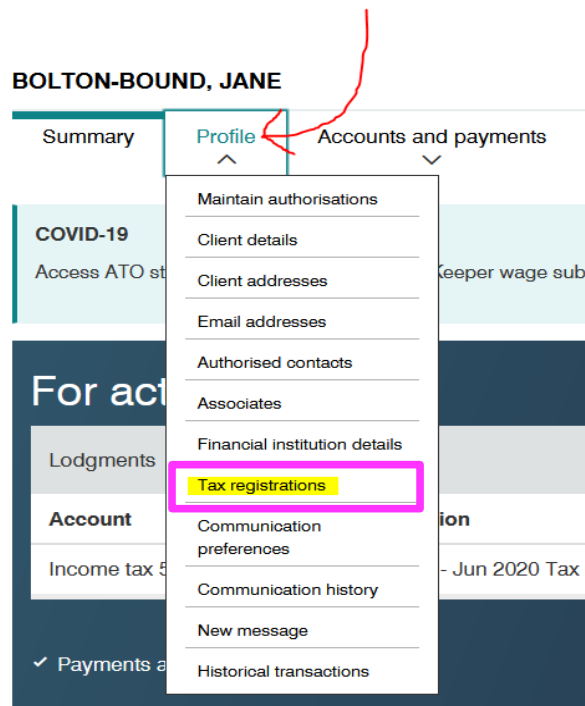
ezytax
BLUE

updating
abn details
on t.a.p

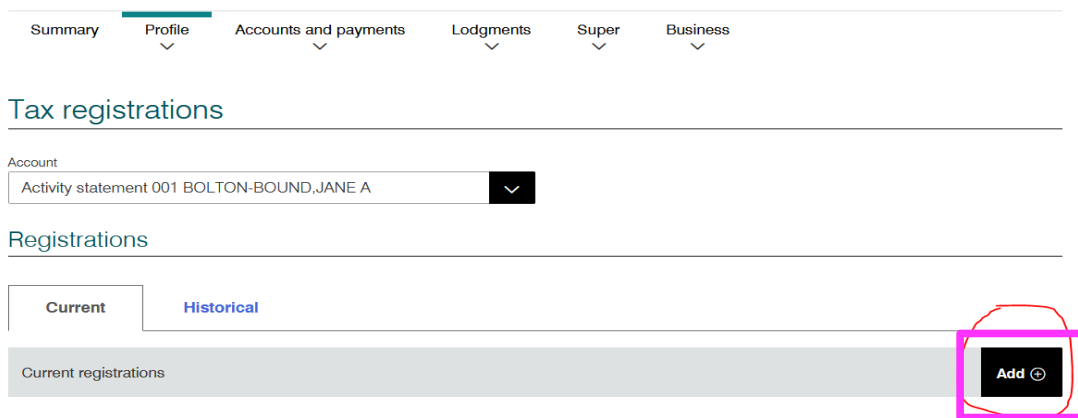
UPDATING ABN DETAILS VIA TAX AGENT PORTAL

Any business that has a turnover greater than \$75,000 per year or is operating a taxi service (Uber, DiDi etc) **MUST** register for GST. If a client already has an active ABN this registration can be done via the Tax Agent Portal.

1. Log into the Tax Agent Portal
2. Search for client
3. Click on Profile > Tax Registrations



4. RHS > click **Add**



5. Select **GST** from the drop down box – answer the following questions

- **Is this entity required by law to register for GST?** Generally no if turnover will be >\$75,000

- **Date of registration:** This will be supplied by the client if they need to backdate the registration otherwise enter today's date.

- **If turnover is not known/estimated by client generally you will tick >\$75,000**

- **Lodgment frequency:** Quarterly unless otherwise indicated

- **Accounting method:** Cash

- **Most Ezytax clients will not be importing goods into Australia**