

# NOT FOR PROFIT SELF-REVIEW RETURN CHECKLIST

The Galpins logo is located in the top right corner of the page. It features the word "Galpins" in a white, sans-serif font against a dark blue rectangular background. The letter "i" in "Galpins" has a small blue dot above it.

## ● Update Details

- Use NAT form 2943 (attached) to update details with the ABR
- Include signed AGM minutes as proof you hold an office bearer position within the club/association when posting form.
- If needed, Update public officer details with CBS at [www.cbs.sa.gov.au/sections/ACC](http://www.cbs.sa.gov.au/sections/ACC)

## ● Set up myGovID

- Office bearers need to download myGovID and set up identity to standard or strong if possible
- Note: myGovID is a different app to myGov. myGovID is used to prove your identity when accessing online services.

## ● Confirmation Letter Received

- Received letter from the ATO to confirm ABR details have been updated

## ● Link NFP

- Login to Relationship Access Manager with myGovID (<https://info.authorisationmanager.gov.au/>)
- Click on Link your business to link your NFP and follow prompts
- If myGovID identity is unable to be updated to Strong level, you will need to contact RAM/myGovID by calling 1300 287 539 and select option 3 to complete a proof of identity check
- Add Galpins as tax agent with tax agent number 261 739 94

## ● Lodge

- After 1st July, access ATO online services by logging in with your myGovID <https://onlineservices.ato.gov.au/business/>
- Complete and lodge Not for Profit Self Review return
- For 2024 only, the ATO will mail a unique phone number and code to lodge via phone