

Registering for GST with an existing ABN

These steps are to help you navigate your way to register for GST when you already have an existing ABN. There are multiple options for registering GST. You can call the Australian Taxation Office (ATO), register online through the 'Online services for Business' portal or contact your registered tax agent or BAS agent. The following is the process for registering online.

Please note: to check out the requirements for if you need to register for GST, look up 'registering for GST' on the ATO's official website www.ato.gov.au

Step 1 Go to your online services for Business account, <https://onlineservices.ato.gov.au/business/> and login. This is known as your RAM (Relationship Authorisation Manager) account.

If you haven't use this service before, you will need to set it up with your myGov ID and then link it to your business in the Relationship Authorisation Manager account. You can also get further instructions on the 'Business' page on the ATO website.

Step 2 Once you have logged into the RAM portal, select your ABN, and press next.

If you have multiple select the one that you would like to register for GST.

- Step 3** Under the 'Profile' tab, select 'Tax registrations'.
- Step 4** Select the 'add' button on the right hand side with the + symbol (along the 'current registrations' line).
- Step 5** In the 'Add registration' field, there is a 'select registration' dropdown menu. Click the arrow to see all the options you can select.
- Step 6** Select 'Goods and services tax'.
- Step 7** Fill out the form and click 'next'.
- Step 8** Once you have filled all the form in you will have a confirmation appear on the screen with a reference number (take a photo or record the reference number in case you need to follow up with the ATO).
- Step 9** The ATO will send out a formal letter confirming your GST registration.

