

Electronic Duties Returns (EDR)

Your Guide to Online Change of Details



Revenue



February 2021

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Making changes to your EDR registration details

Once you are a registered EDR client, you can change your address and contact details online.

The EDR Conditions of Approval, as outlined in the Directions for Using Electronic Duties Returns (EDR) document, states that:

An approval holder must notify the Chief Commissioner by completing a Change of Details form if there are any changes to:

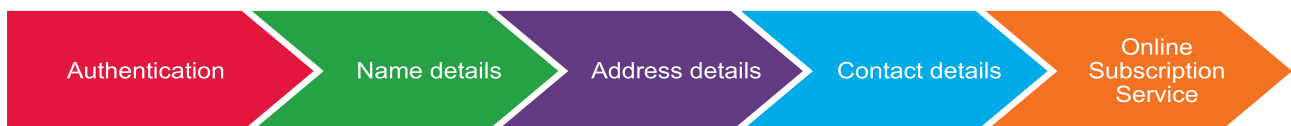
- business address of the approved person
- postal address of the approved person
- contact details of the approved person.

For the purposes of EDR, the approved person/approval holder is the principle of the business or a director or partner.

Note: If your registered name or business name details are not up to date, please contact Revenue NSW.

Change of details process

The online change of details form is a series of screens that guide you through entering information required to process the application. After the security check and re-validation of your ABN details, it is possible to go to specific screens you need to access and make changes on, before submitting those changes. The pages you will have access to are:



Make sure you do not leave your online application or close it for any reason, it will **time out** and it will **not save** if you close the system before you submit your changes.

Change of details

1. To authenticate your client identity and access the **'Change of details'** form, please enter your unique **'Client ID'**, your **'Correspondence ID'** (a unique ID that will be visible on your Return Period Invoice and the **challenge text** displayed).
2. Select **'Login'**.



28 Jan 2021 16:44:14

Client ID *

138518248

Correspondence ID *

001632081871

Challenge text *

61344

[Click to get a new challenge](#)

Login

Clear

Cancel

3. Select **'Name details'**.



28 Jan 2021 16:44:14

MR JOHN CITIZEN (138518248)

EDR online services
Change of details
Name details
Address details
Contact details
Online Subscription Service

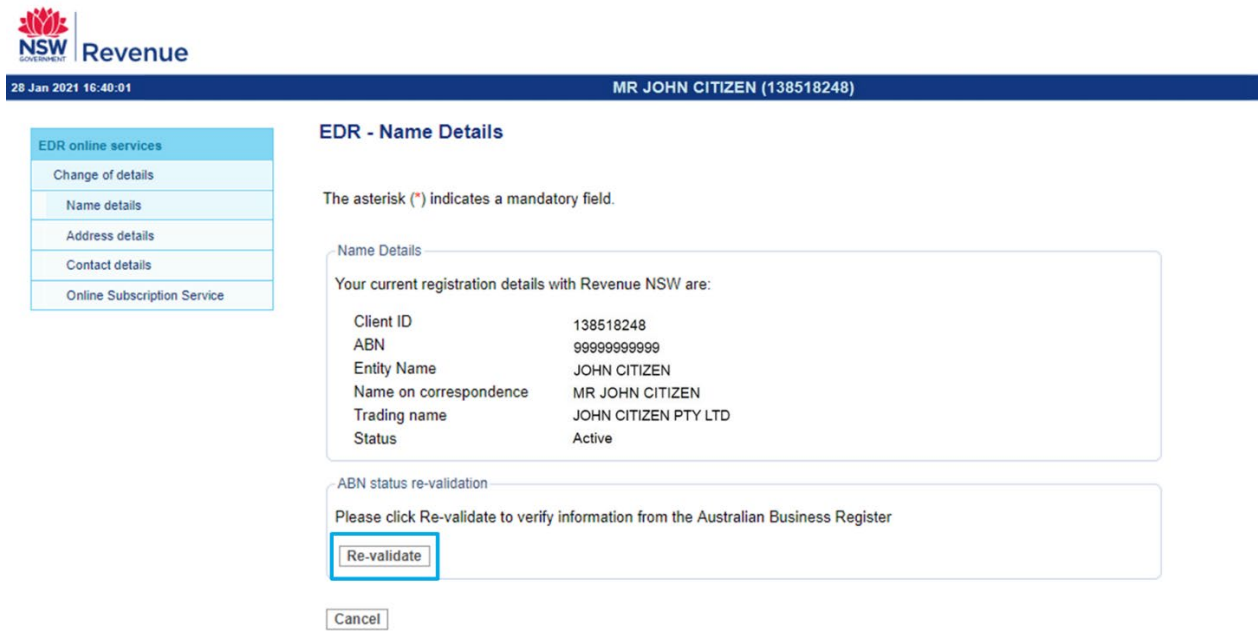
Electronic Duties Returns - change of details

Client ID 138518248
 ABN 9999999999
 Name JOHN CITIZEN
 Status Active

Please select Name details below to validate your ABN status before selecting the type of details you want to change.

[Name details](#)
[Address details](#)
[Contact details](#)
[Online Subscription Services](#)

4. Select **'Re-validate'** to confirm your **ABN status**.



NSW Revenue
28 Jan 2021 16:40:01 MR JOHN CITIZEN (138518248)

EDR online services

- Change of details
- Name details
- Address details
- Contact details
- Online Subscription Service

EDR - Name Details

The asterisk (*) indicates a mandatory field.

Name Details

Your current registration details with Revenue NSW are:

Client ID	138518248
ABN	9999999999
Entity Name	JOHN CITIZEN
Name on correspondence	MR JOHN CITIZEN
Trading name	JOHN CITIZEN PTY LTD
Status	Active

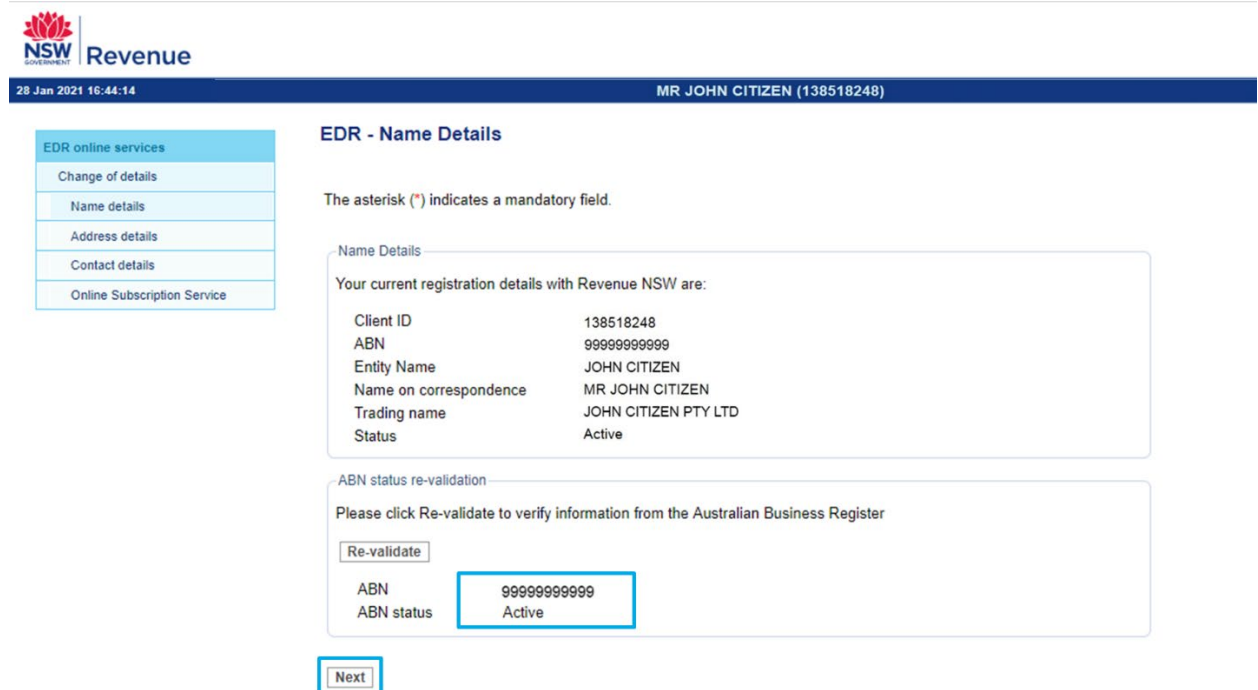
ABN status re-validation

Please click Re-validate to verify information from the Australian Business Register

Re-validate

Cancel

5. Your current **ABN status** will be displayed, then select **'Next'**.



NSW Revenue
28 Jan 2021 16:44:14 MR JOHN CITIZEN (138518248)

EDR online services

- Change of details
- Name details
- Address details
- Contact details
- Online Subscription Service

EDR - Name Details

The asterisk (*) indicates a mandatory field.

Name Details

Your current registration details with Revenue NSW are:

Client ID	138518248
ABN	9999999999
Entity Name	JOHN CITIZEN
Name on correspondence	MR JOHN CITIZEN
Trading name	JOHN CITIZEN PTY LTD
Status	Active

ABN status re-validation

Please click Re-validate to verify information from the Australian Business Register

Re-validate

ABN	9999999999
ABN status	Active

Next

You will be taken back to the **'Change of details'** landing page, where **address details**, **contact details** and **online subscription service links** will now be active as well.



28 Jan 2021 16:44:14

MR JOHN CITIZEN (138518248)

EDR online services
Change of details
Name details
Address details
Contact details
Online Subscription Service

Electronic Duties Returns - change of details

Client ID	138518248
ABN	99999999999
Name	JOHN CITIZEN
Status	Active

Select the type of details you want to change

[Name details](#)
[Address details](#)
[Contact details](#)
[Online Subscription Services](#)

Note: You do not have to go through each page if you only need to change details on a specific page. Each page can be accessed through these links and has a submit option to save and confirm changes. Making changes to all details is outlined in the following pages.

Change address details

1. Select **'Address details'**.
2. Select the **address type** that you would like to change. Select from:
 - Place of business
 - Location of records
 - Postal address.



28 Jan 2021 16:44:14

MR JOHN CITIZEN (138518248)

EDR online services
Change of details
Name details
Address details
Contact details
Online Subscription Service

EDR - change of address

Select the address type you want to change.

Address type

Place of business
Location of records
Postal address

Cancel

- 2.1 Selecting **'Place of business'**, you will have the option to update text fields with new **postal address** details or to select radio buttons to make the **place of business address** the same as the **postal address** or **location of records address**.

- 2.1.1 Complete '**Contact name**' and '**Contact number**' in the '**Submitted by**' field to confirm who is making the changes, before you select '**Next**'.

EDR online services
Change of details
Name details
Address details
Contact details
Online Subscription Service

EDR - change of place of business

The asterisk (*) indicates a mandatory field.

Details	
Care of	<input type="text"/>
Building name	<input type="text"/>
Floor	<input type="text"/>
Unit/Shop	<input type="text"/>
Suite	<input type="text"/>
Street number	45
Street name *	Heritage
Type	BOULEVARDE <input type="button" value="v"/>
Direction	<input type="button" value="v"/>
Suburb/Town *	PARRAMATTA
State *	New South Wales <input type="button" value="v"/>
Postcode *	2150
Do you want to make this address your postal address?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you want to make this address your location of record address?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Submitted by	
Contact name *	John Citizen
Contact number *	98123456 <input type="button" value="x"/>
<input type="button" value="Cancel"/> <input checked="" type="button" value="Next"/>	

2.1.2 Review and select **'Submit'** if all details are correct.

EDR online services
Change of details
Name details
Address details
Contact details
Online Subscription Service

EDR - change of place of business

You have made the following changes.

Details	
Care of	
Building name	
Floor	
Unit/Shop	
Suite	
Street number	45
Street name	Heritage
Type	BOULEVARDE
Direction	
Suburb/Town	PARRAMATTA
State	New South Wales
Postcode	2150
Do you want to make this address your postal address?	No
Do you want to make this address your location of record?	No

Select submit to confirm your changes.

Submitted by	
Contact name	John Citizen
Contact number	9812 3456

2.1.3 A message will now confirm the changes have been made. Select **'Print'** to keep a record of your changes and select **'Close'** to return to the **'Change of details'** landing page.

Submitted by	
Contact name	John Citizen
Contact number	9812 3456

The request for the change of address has been saved.

- 2.2 Selecting '**Location of records**', you will have the option to update text fields as in other address pages. Make text changes or select radio buttons to make the **location of records address** the same as the **postal address** or **place of business address**.
- 2.2.1 Complete '**Contact name**' and '**Contact number**' in the '**Submitted by**' field to confirm who is making the changes, before you select '**Next**'.

EDR online services	
Change of details	
Name details	
Address details	
Contact details	
Online Subscription Service	

EDR - change of location of records

The asterisk (*) indicates a mandatory field.

Details

Care of

Building name

Floor

Unit/Shop

Suite

Street number

Street name *

Type

Direction

Suburb/Town *

State *

Postcode *

Do you want to make this address your postal address?

Do you want to make this address your place of business address?

10

BAY

PARRAMATTA

New South Wales

2150

☐ Yes
☒ No

☐ Yes
☒ No

Submitted by

Contact name *

Contact number *

John Citizen

98123456

Cancel

Next

2.2.2 Review and select **'Submit'** if all details are correct.

EDR online services
Change of details
Name details
Address details
Contact details
Online Subscription Service

EDR - change of location of records

You have made the following changes.

Details

Care of
 Building name
 Floor
 Unit/Shop
 Suite
 Street number 10
 Street name BAY
 Type
 Direction
 Suburb/Town PARRAMATTA
 State New South Wales
 Postcode 2150
 Do you want to make this address your postal address? No
 Do you want to make this address your place of business? No

Select submit to confirm your changes.

Submitted by

Contact name John Citizen
 Contact number 9812 3456

[Back](#) [Cancel](#) [Submit](#)

2.2.3 A message will now confirm the changes have been made. Select 'Print' to keep a record of your changes and select 'Close' to return to the 'Change of details' landing page.

Submitted by

Contact name John Citizen
 Contact number 9812 3456

The request for the change of address has been saved.

[Close](#) [Print](#)

- 2.3 Selecting **'Postal address'**, you will have the option to update text fields as in other address pages. Make text changes or select radio buttons to make the **postal address** the same as the **location of records** or **place of business address**.
- 2.3.1 Complete **'Contact name'** and **'Contact number'** in the **'Submitted by'** field to confirm who is making the changes, before you select **'Next'**.

NSW GOVERNMENT Revenue

28 Jan 2021 16:44:14 MR JOHN CITIZEN (138518248)

EDR online services

- Change of details
- Name details
- Address details
- Contact details
- Online Subscription Service

EDR - change of postal address

The asterisk (*) indicates a mandatory field.

Details

Address format* GPO Box

Care of

Box no.* 550

Suburb/Town* SYDNEY

State* New South Wales

Postcode* 2001

Submitted by

Contact name* John Citizen

Contact number* 98123456 x

Cancel Next

2.3.2 Review and select **'Submit'** if all details are correct.

2.3.3 A message will now confirm the changes have been made. Select **'Print'** to keep a record of changes and select **'Close'** to return to the **'Change of details'** landing page.

Submitted by

Contact name	John Citizen
Contact number	9812 3456

The request for the change of address has been saved.

Close Print

Change contact details

- From the **'Change of details'** landing page, select **'Contact details'** if you need to add or modify the contacts you previously listed details for.



28 Jan 2021 16:44:14

MR JOHN CITIZEN (138518248)


EDR online services
Change of details
Name details
Address details
Contact details
Online Subscription Service

Electronic Duties Returns - change of details

Client ID 138518248
 ABN 9999999999
 Name JOHN CITIZEN
 Status Active

Select the type of details you want to change

Name details
 Address details
Contact details
 Online Subscription Services

- Select the **'Modify icon'**  if you would like to make changes to an existing contact or select **'Add new contact'** to add additional contacts.



13 Apr 2016 16:48:30

MR JOHN CITIZEN (138518248)

EDR online services
Change of details
Name details
Address details
Contact details
Online Subscription Service

EDR - change of contact

The asterisk (*) indicates a mandatory field.

You can provide several contacts by selecting the Add new contact button.

Action	Name	Contact type	Other type	Phone	Email address	Mobile
	JOHN CITIZEN	EDR Approval Holder		9685 3216	john.citizen@revenue.nsw.gov.au	0412 536 970

Add new contact

Submitted by

Contact name *

Contact number *

Cancel

Next

2.1 Selecting **'Add new contact'**, a dropdown menu will appear for selecting **contact type** and text fields for details. There are four contact types that can be added, including:

- EDR Approval Holder (mandatory)
- EDR Authorised Staff
- EDR Primary Contact
- EDR Payment Enquiries Contact.

2.2 Select the **contact type** and **enter details** in text fields before selecting **'Save'**.

Add contact

Contact type* EDR Approval Holder ▼

Name*


Phone number*

Email address*

Mobile

Cancel Save

2.3 Complete **'Contact name'** and **'Contact number'** to confirm who is making the changes, before you select **'Next'**.



Revenue

28 Jan 2021 16:44:14
MR JOHN CITIZEN (138518248)

EDR online services

Change of details

Name details

Address details


Contact details

Online Subscription Service

EDR - change of contact

The asterisk (*) indicates a mandatory field.

You can provide several contacts by selecting the Add new contact button.

Action	Name	Contact type	Other type	Phone	Email address	Mobile
	JOHN CITIZEN	EDR Approval Holder		9685 3216	john.citizen@revenue.nsw.gov.au	0412 536 970

Add new contact

Submitted by

Contact name*

Contact number* x

Cancel Next

2.4 Review and **'Submit'**.

28 Jan 2021 16:44:14

MR JOHN CITIZEN (138518248)

EDR online services

Change of details

Name details

Address details

Contact details

Online Subscription Service

EDR - change of contact

Name	Contact type	Other type	Phone	Email address	Mobile
JOHN CITIZEN	EDR Approval Holder		9685 3216	john.citizen@revenue.nsw.gov.au	0412 536 970

Select submit to confirm your changes.

Submitted by

Contact name John Citizen
Contact number 9812 3456

Back

Cancel

Submit

- 2.5 A message will now confirm the changes have been made. Select **'Print'** to keep a record of your changes and select **'Close'** to return to the **'Change of details'** landing page.

28 Jan 2021 16:44:14

MR JOHN CITIZEN (138518248)

EDR online services

Change of details

Name details

Address details

Contact details

Online Subscription Service

EDR - change of contact

Name	Contact type	Other type	Phone	Email address	Mobile
JOHN CITIZEN	EDR Approval Holder		9685 3216	john.citizen@revenue.nsw.gov.au	0412 536 970

Submitted by

Contact name John Citizen
Contact number 9812 3456

The request for the change of contact has been saved.

Close

Print

Existing EDR clients

When EDR clients who did not register for EDR online, update their contact details, there may not be an EDR Approval Holder displayed. For the purposes of EDR, the approval holder is the principle of the business or a director or partner.

One of the contacts must be an EDR Approval Holder. If an EDR Approval Holder contact type is not added, you will be prompted to add this contact information before selecting **'Next'**.

To ensure that your **EDR client details** has at least one contact who is an EDR Approval Holder, follow the steps given for **changing client contact details** in the previous pages.

When an approval holder's email is first added using the online form, they will receive an email from Revenue NSW requesting email verification.

Subscribe to the Online Subscription Service (OSS)

If you are changing a contact person, it is important to ensure that the contact person is subscribed to the OSS.

1. From the change of details landing page or navigation menu, select the **online subscription service**, which will open in a new window



Online Subscription Service

Welcome to the Online Subscription Service (OSS).

OSS provides important updates on payroll tax, land tax, duties, legislation, levies, unclaimed money and first home benefits.

Select your areas of interest to receive information relevant to you and your business. If you are an existing subscriber you can update your preferences.


[Online Subscription Service](#)

[Unsubscribe](#)



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2. Select **'Revenue NSW email updates'**
3. To complete your subscription, **enter** and **confirm** your **'Email address'**
4. Select your **preferred email format**, text or HTML
5. Select **'Categories of interest'** from those provided and select **'Subscribe to the selected categories'**



Revenue

Online Subscription Service

Welcome to the Online Subscription Service (OSS).

OSS provides important updates on payroll tax, land tax, duties, legislation, levies, unclaimed money and first home benefits.

Select your areas of interest to receive information relevant to you and your business. If you are an existing subscriber you can update your preferences.

Please enter these required fields:

Email address

Confirmation of email address

Please select your preferred email format:
☐ Text ☒ HTML

Please select categories of interest:

- ☐ Payroll tax
Monthly calculator, annual reconciliation and free seminars.
- ☐ Land tax
Rates, thresholds and changes to land tax.
- ☐ Other NSW taxes
Legislation changes and free seminars.
- ☐ Duties
Contracts, conveyancing, mortgages, Electronic Duties Returns and transfer of shares/units.
- ☐ Levies
News on parking space levy and health insurance levy.
- ☐ Legislation
Budget announcements, revenue rulings and changes or reviews of Acts.
- ☐ First home benefits
First Home Owners Grant Scheme and duty concessions.
- ☐ Unclaimed money
News about searching for or lodging unclaimed money with us.

[Subscribe to the selected categories](#)

Since the OSS subscription service opens in a new window, when you have completed it, return to the online **'Change of details' form, check all changes have been made and submitted, then select 'Logout'.**



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8 Apr 2016 15:13:36

MR JOHN CITIZEN (138518248)

[Logout](#)