

How to Access your End of Financial Year Tax and Super Information

During the current financial year, the way your income, tax and superannuation information is reported to the Australian Taxation Office (ATO) changed to a new reporting system called Single Touch Payroll (STP).

This means there are some changes to how you access your tax information at tax time.

What is Single Touch Payroll (STP)?

STP allows your income, tax and superannuation information to be reported to the ATO every time you get paid. (Previously this information was reported to the ATO at the end of each financial year).

How does this affect me?

This change means that every time you get paid you will now be able to see in real time your year-to-date income, tax and superannuation information via your myGov account. myGov is the Australian Government's online portal that allows you to access the ATO, as well as several other government online services using only one user name and password, these services can be linked to your myGov account:

- Medicare
- ATO
- Centrelink
- Australian JobSearch
- My Health Record
- My Aged Care
- Child Support
- Department of Veterans' Affairs
- National Disability Insurance Scheme.



How do I do my end of year tax return?

In addition with the introduction of STP employers who employ more than 20 employees do not have to give you an end of year payment summary (Group Certificate) at the end of the financial year. Instead the ATO have introduced a new Income Statement, which is the equivalent of a Payment Summary. Once your Income statement (Payment Summary/Group Certificate) has been finalised by your employer and shows on myGov ATO tax portal as "Tax Ready" it is now ready for you to have your registered tax agent complete your tax return.

Your registered tax agent will also be able to access your STP and Income statement so that they can complete your tax return.

If you can't access you information on myGov you can also contact the ATO and request a copy of your income statement.

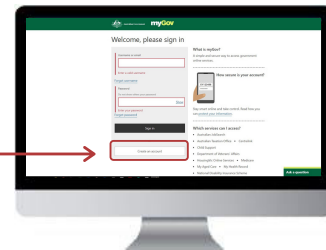
To access your Income Statement and view your year-to-date information, log into myGov at my.gov.au select ATO online services and follow the prompts. Or please see overleaf for step by step instructions on how to setup a myGov account.



How to Setup your myGov account

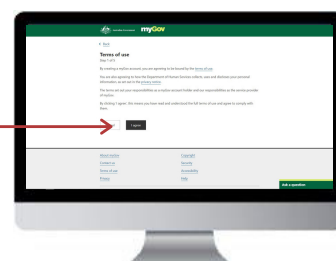
Create an account

Go to www.myGov.com.au and select Create an account on the myGov homepage



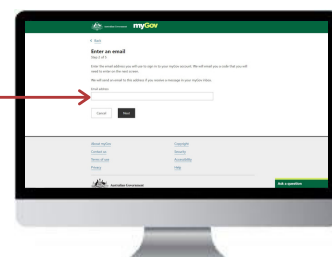
Step 1: Agree to terms of use

- Read the **terms of use**.
- Select the **I agree** to acknowledge and accept our terms of use.



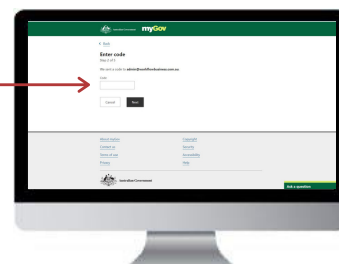
Step 2: Enter an email address

Enter your email address, then select **Next**. Each myGov account must have a different email address. If you share an email address with someone, only one of you can use that email address.



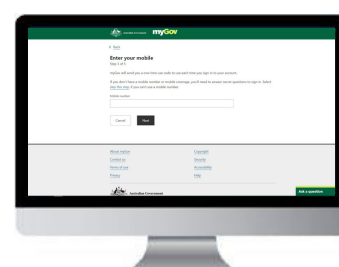
myGov will send you a code

The myGov team will email you a code.
Enter the code, then select **Next**.



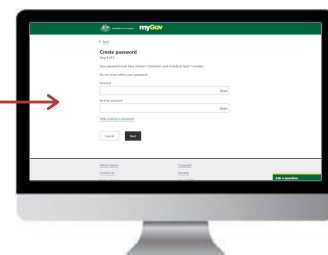
Step 3: Enter your Mobile

Enter your mobile number, and then select **Next**. **If you don't have access to a mobile phone or mobile phone coverage, select Skip this step**



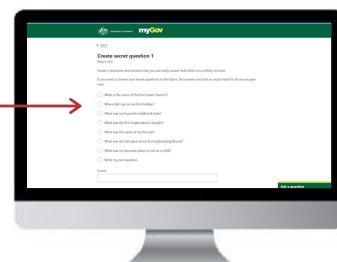
Step 4: Create a Password

Create and re-enter your password, then select **Next**. Your password must have at least 7 characters and include at least 1 number.



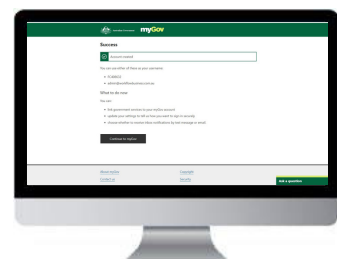
Step 5: Create secret questions

Secret questions and answers help keep your account secure. You will be asked to create 3 questions and answers that only you can answer. Select your first question from the list or create your own. Make sure your answers are easy for you to remember. Select **Next** after entering your answer, and repeat for questions 2 and 3.



Success! Account successfully created

Once you have created your myGov account, your username will appear on the screen. Your username details will also be emailed to you. Select **Continue to myGov** to return to the homepage



This is your first sign in

You can now:

- Link government services
- Go to Account settings to set up your sign-in options and Inbox notifications

