

Single Touch Payroll: Employee fact sheet



- A new law means the way we report your tax and superannuation information to the ATO is changing.
- You don't need to worry. You will continue to be paid the same way.
- It just means we will be sending the ATO your tax and superannuation information each time we pay you.

What does this mean for me?

- 1. You will be able to see your year-to-date information online through myGov**

Your year-to-date tax and super information will be sent by us to the ATO. You can view these by logging into [myGov](#) and accessing ATO online services. Within ATO online services choose My profile | Employment | View income statements.
- 2. You can check your superannuation has been paid**

Super funds will also be reporting to the ATO more frequently. When we pay your superannuation contribution, your super fund will report that information to the ATO (this will start from 2019). This information will also be available within ATO online services.
- 3. There will be a change to the way you receive payment summaries**

For your 2018 tax return we will provide you with a payment summary as normal.
From 2019, we will no longer send you payment summaries for the information we report through Single Touch Payroll. The ATO will make this information available to you instead through myGov.
Your payment summary information will be called an 'income statement' in myGov. The ATO will send a notification to your myGov inbox when your income statement is 'tax ready' so you or your tax agent can complete your tax return.
- 4. More of your information will be pre-filled into myTax**

This is important for anyone who prepares and lodges their own tax return through the ATO's online service [myTax](#). Your registered agent will also be able to access this information on your behalf.
- 5. You should ensure your personal information is up to date**

Your full name, address, tax file number and date of birth should be up to date, correct and match the ATO's records. If your name or address has changed, you should tell us now.
For those using [Attaché Online](#), you can update these yourself in the employee portal under 'My info'.

I don't have a myGov account. What do I do?

If you don't have a myGov account, you should create one. Visit my.gov.au, select 'Create an account' at the bottom of the home page and follow the prompts. [Step-by-step](#) instructions can also be found on the Department of Human Services website.

I haven't linked the ATO to myGov. What do I do?

You will need to link your myGov account to ATO online services. To do this you will need your tax file number and two of these: assessment notice, PAYG payment summary, superannuation account, dividend statement, Centrelink payment summary, bank account details. [Step-by-step](#) instructions can be found on the Department of Human Services website.

Is it compulsory to have a myGov account?

It is not compulsory to have a myGov account. However, if you want to access your information throughout the year you will need one.

You will be able to contact the ATO for a copy of your income statement if you choose not to have a myGov account.

It says 'Tax ready' against my income statement in myGov. What does this mean?

'Tax ready' means your income statement is complete and the information will be pre-filled into your tax return. If you use a tax agent, they will have access to the information they need to complete your tax return.

It says 'Year to date' or 'Not tax ready' against my income statement in myGov. What does this mean?

'Year to date' or 'Not tax ready' means your income statement may be incomplete and must be checked before it is used.