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Accessing your payment summary

How you get your end of financial year information from your employer showing your earnings for the year (also known as a payment summary or income statement) depends on how your employer reports your income, tax and super information to us. You will be provided with either:

- An income statement – if your employer reports through Single Touch Payroll (STP) they are no longer required to give you a payment summary, this information will be made available to you through ATO online services via myGov and finalised by 31 July.
- A payment summary – if your employer is **not** yet reporting through STP they will continue to provide you with a payment summary by 14 July (as they do now).

Your employer will let you know if they won't be giving you a payment summary this year. You should talk to your employer if you are unsure how they will be providing this information to you.

If you have **more than one** employer, you may receive both a payment summary and an income statement. You will need to check that income from your payment summaries is included in your return. This information may be pre-filled for you or you might need to enter it manually.

If your employer is reporting through STP and you can't access your information via myGov, you can contact us on **13 28 61** for a copy of your income statement.

Learn more about getting your end of financial year information through:

- [ATO online service via myGov](#)
- [your tax agent](#).

Through ATO online services via myGov

If your employer has started reporting through STP, they are no longer required to give you a payment summary. You will instead receive an income statement. You will be able to access this information through your ATO online services via myGov.

Your income statement will show your year-to-date salary and wages, the tax that has been withheld and the reported amounts of your employer super.

Your income statement/s will be ready to use in your tax return when your employer marks it as **'Tax ready'**. They have until 31 July to do this but will often do it earlier. It is important that you don't use any information that is not marked **'Tax ready'** as your employer may finalise your income statement with different amounts which means you may have to amend your tax return.

We will send a notification to your myGov inbox when all of your income statements are

'Tax ready'.

How to access your income statement

If your myGov account is set up and linked to ATO online services, you need to:

- Log in to myGov using your email address or mobile phone number.
- Select **ATO online services**.
- Select **Employment** and then view my **Income statement**.

On the screen you will see the income you have earned from your employer or employers for the financial year, and the tax that has been withheld.

If you can't access your information via myGov, you can contact us on **13 28 61** for a copy of your income statement.

Next steps:

- [Link the ATO to your myGov account \(/general/online-services/individuals-and-sole-traders/\)](#)
- [Sign in to myGov \(https://my.gov.au/LoginServices/main/login?execution=e1s1\)](https://my.gov.au/LoginServices/main/login?execution=e1s1)

Your tax agent

Your tax agent will be able to access your payment summary or income statement information through their software or the Tax Agent Portal, this has not changed.

If your employer is reporting through STP, your agent will need to wait until the income statement has been marked as **'Tax ready'** to prepare and lodge your return. Employers have until 31 July to do this.

We will send a notification to your myGov inbox when all of your income statements are **'Tax ready'**.

See also:

- [Single Touch Payroll for employees \(/business/single-touch-payroll/single-touch-payroll-for-employees/\)](#)

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Our commitment to you

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or

seek professional advice.

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