



STP for Employees - We Have Started



We are pleased to advise that we have now commenced Single Touch Payroll Reporting to comply with the Government's Requirements.

As an employer who reports through STP we will send to the ATO your tax and super information each time you are paid (real-time reporting).

Don't worry – you will still be paid the same way and at the same time. However, there will be some changes for you.

You will be able to see your year-to-date tax and super information in your myGov account.

You will see this information by logging into myGov and accessing ATO Online Services.

- ☐ You can now use your mobile number or email address to sign in.
- ☐ It may take a few days for your myGov information to be updated after each payday.
- ☐ The year-to-date information is a total of the payments made by us since the start of the financial year.

You can also see the amount of Super that has been paid.

- ☐ We report how much super we are required to pay to your fund.
- ☐ Super Funds will also be reporting the receipt of the payment into your fund.
- ☐ While the amount of super that is required to be paid will be reported every relevant payrun, we are only required to pay your super to the fund once per quarter.

Your registered Tax Agent will also be able to access your Single Touch Payroll information.

- ☐ Your Tax Agent will know if your employer reports through STP.
- ☐ Your Income Statement will be available for your agent to prepare your tax return.

'Payment Summary' is now called 'Income Statement'

We are no longer required to provide you with a Payment Summary.

- ☐ Your Payment Summary information will now be available online in myGov. It will be called an 'Income Statement'.
- ☐ If you use a Tax Agent they will receive the information they need to complete your tax return into their tax software. This has not changed.
- ☐ You can obtain an end of year 'ATO Income Statement' by ringing the ATO on 13 28 61 #3 #2 but you don't need to.

How to access your 'Income Statement'

1. Login to myGov
2. Select **ATO Online Services**
3. Click on **My Profile** at the top of the screen
4. Select **My Employment and Income Statement**

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