

## *Employee Guide*

# SINGLE TOUCH PAYROLL

**The way we report your tax and super information to the Australian Taxation Office (ATO) is changing gradually from 1 July 2018.**

You don't need to worry. You'll continue to be paid the same way.

Single Touch Payroll (STP) is a new Government initiative that requires us as your employer to send your tax and super information to the ATO each time we pay you.

## WHAT DOES THIS MEAN FOR YOU?

### **1. YOU WILL BE ABLE TO SEE YOUR YEAR-TO-DATE INFORMATION ONLINE THROUGH MYGOV**

Once we start reporting to the ATO more frequently, you will see your year-to-date tax and super information online. This will be available by logging into myGov and accessing ATO online services.

### **2. YOU CAN CHECK IF YOUR SUPER HAS BEEN PAID**

Super funds will also be reporting to the ATO more frequently. When we pay your super contribution, the super fund will report the information to the ATO. This new measure is to make sure we are paying your super entitlements.

### **3. WE MAY NO LONGER GIVE YOU A PAYMENT SUMMARY**

By reporting your tax and super information through STP, the ATO will make your payment summary information available to you through myGov. This means we may choose to not provide you with an annual payment summary.

### **4. MORE OF YOUR INFORMATION WILL BE PREFILLED INTO MYTAX OR YOUR ACCOUNTANTS TAX SOFTWARE**

This is fantastic if you prepare and lodge your own tax returns through the ATO's online service, myTax. And if you lodge through an accountant, they will also be able to access this information on your behalf.

## YOUR MYGOV ACCOUNT

If you don't yet have a myGov account, it's easy to create one. Visit [my.gov.au](http://my.gov.au) and select 'create an account' at the bottom of the homepage, then follow the prompts. Once your account is setup, it's important to add the ATO online service.

It isn't compulsory to have a myGov account, but if you want to access your tax and super information throughout the year, you will need one. You will be able to contact the ATO for a copy of your payment information, if you choose not to create an account.

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