



## STP FOR EMPLOYEES - WE HAVE STARTED

### We are pleased to advise that we have now commenced Single Touch Payroll Reporting to comply with the Governments Requirements

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

Don't worry, you'll 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 all your year-to-date tax and super information in *myGov*.

You can 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 all 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
- Superfunds will also be reporting the receipt of payments into your fund (this will start in 2019)
- 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 a 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.

**NO myGov account - - go to <https://my.gov.au/LoginServices/main/login?execution=e2s1>**

## “Payment Summary” is now called “Income Statement”

We are no longer required to provide you with a payment summary.

1. Your payment summary information will now be available online in *myGov*. It will be called an “income statement”.
2. The ATO will send you a notification to your *myGov* inbox when your Income Statement is Tax Ready so you or your Tax Agent can complete your Tax return
3. 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.

## 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