

Online Income Statements and myGov Frequently Asked Questions

1. Online Income Statements

What is happening?

At the end of the financial year, Endeavour Foundation will now lodge all employee Income Statements (formerly known as Payment Summaries, PAYG Summaries or Group Certificates) directly with the Australian Taxation Office (ATO).

This means you will no longer receive your Income Statement via post or email. Instead, your Income Statement can be downloaded online via your **myGov account**.

What is an Income Statement?

Your income statement is like payslip, except you only get your income statement once a year. It shows:

- your year-to-date salary
- the tax that has been withheld
- the superannuation amounts your employer must pay for you.

Do I need an Income Statement?

Yes. You need your Income Statement to lodge your tax return at the end of the financial year.

When can I lodge my tax return?

You can lodge your tax return once your Income Statement is marked as **Tax Ready** online. If it is not marked Tax Ready by July 31, 2020 (i.e., if it is still marked as 'Year To Date' or something similar) please contact the Endeavour Foundation payroll team on (07) 3900 5460 (press 1 for payroll) or email peopleexperience@endeavour.com.au

2. Your myGov Account

What if I do not have a myGov account?

If you do not have a myGov account set up, you will need to set one up by **July 31, 2020** and link it to the ATO Online Service to access your Income Statement.

What happens if I do not set up a myGov account before July 31?

You will not be able to download your 2019/2020 Income Statement until you set up your myGov account.

You may set up your myGov account after July 31, however we recommend you do this prior to July 31 to avoid delays with submitting your tax return, or technical issues with setting up your myGov account during peak times.

Are there other ways to access my Income Statement without having to set up a myGov account?

Yes, but we **strongly recommend** you access your Income Statement via your myGov account, as there can be significant delays accessing your income statement by other means.

If you absolutely cannot set up a myGov account, you can phone the ATO on **13 28 61** to get a copy of your Income Statement.

Alternatively, if you use a registered tax agent to lodge your tax return, they will have access to your Income Statement and can download it on your behalf.

How do I set up a myGov Account?

A myGov account can quickly and easily be set up online via <https://my.gov.au/>. The ATO has provided online guides and video tutorials to help you set up your myGov account. To access, please visit servicessaustralia.gov.au/individuals/online-help/create-mygov-account.

I have set up a myGov Account, what do I do now?

Now you need to **link your account to the ATO Online Service**. This will allow you to download your Income Statement.

For instructions on how to link the ATO Online Service to your myGov account, please visit the ATO website: ato.gov.au/business/single-touch-payroll/single-touch-payroll-for-employees/setting-up-your-mygov-account/

How can I download my Income Statement via myGov?

Once you have your myGov account set up and linked to the ATO Online Service, you should:

1. Log in to myGov.
2. Select **Australian Taxation Office**.
3. Select (from the top of the screen) **Employment** and then **Income Statements**.

All Income Statements will be **Tax Ready** and available for download by July 31, 2020.

Can't Endeavour Foundation just give us our Income Statements?

Due to privacy and security restrictions, Endeavour Foundation is required to send Income Statements directly to the ATO. We are unable to download and provide Income Statements directly to employees.

Is it compulsory to set up a myGov account?

No, it is not compulsory to have a myGov account. But we do recommend you set up a myGov account for easy access to your Income Statement, as contacting the ATO during peak tax periods may be difficult.

Can anyone else access my Income Statement on my behalf?

Only the employee, the ATO and a person nominated by the employee (such as a family member, financial administrator, or tax agent) can access the Income Statement.