

# EMPLOYEE GUIDE

---

## HOW DO I COMPLETE MY TAX RETURN FOR FY2021

In 2018, the Australian Tax Office (ATO) announced a new tax reporting system called 'Single Touch Payroll' - a new and simplified way for employers to report employees' tax and superannuation information to the ATO.

Through this new system, employers report each pay run to the ATO immediately after it's been processed, which contains the same information that employees and candidates see on their payslips including gross, net, tax withheld, deductions and superannuation.

### WHAT DOES THIS MEAN FOR YOU?

This means employers are no longer required to provide you with a payment summary. Instead, you can **access your Income Statement through your ATO Online Service via myGov**. Your Income Statement will be ready to use in your tax return when it's marked as 'Tax Ready'.

Employers have until 31 July to finalise your Income Statement to mark it Tax Ready. Although we will endeavor to have this ready before that date, It is important that you don't use any information that is not marked 'Tax Ready' as we may finalise your Income Statement with different amounts in the case of any adjustments. This applies to both of our company entities: Agri Labour Australia Pty Ltd and ALA Staff Sourcing Pty Ltd.

### HOW TO ACCESS YOUR INCOME STATEMENT

1. Log in to **myGov** using your email address or mobile phone number.
2. Select **ATO online services**.
3. Click on **My profile** at the top of the screen.
4. Select **My employment** and then Income statement.

For more information, visit the ATO website here:

[www.ato.gov.au/Business/Single-Touch-Payroll/Single-Touch-Payroll-for-employees/](http://www.ato.gov.au/Business/Single-Touch-Payroll/Single-Touch-Payroll-for-employees/)