

User Guide

Single Touch Payroll – MyGov Onboarding

TABLE OF CONTENTS

Table of Contents	0
Single Touch Payroll - MyGov	0
<i>How to complete and submit a new employment form.....</i>	<i>2</i>

SINGLE TOUCH PAYROLL - MYGOV

Single Touch Payroll (STP) is a Government initiative that requires employers to report staff salary, wages and tax withheld to the ATO at the same time they pay their employees. At the end of the year employers won't need to complete Payment Summaries for their employees as payroll information is reported to the ATO in real time throughout the year.

In order to have access to their YTD payroll information online, employees need to register for a MyGov account and link it to the ATO. It is not compulsory for employees to have a MyGov account.

NEW MYGOV ONBOARDING

Employees can also access and complete both the Tax File Declaration and Superannuation Choice forms online through their MyGov account. To complete these forms correctly, employees should have the following information:

- Their new employer's ABN
- Their new employer's default Superannuation Fund USI (Unique Super Identifier)
- Their employment type (Full Time | Part Time | Casual)

Once the form is complete, employees should print it and provide it to their employer. If the employee makes a mistake in the form, or if their tax circumstances change, they can update the forms via their MyGov account and provide an amended copy to their employer.

The Employer is required to keep a copy of the printed forms for their records. However, they are not required to send the forms to the ATO if this is filled out by the employee via their MyGov account.

This User Guide has been designed to help employees fill out their Tax and Super details online via their MyGov account.



Important Information

- When creating a MyGov account ensure you have access to both your email and mobile phone;
- Access to MyGov will provide you with up to date information about your wages and tax withheld;
- As an employee, you are not obligated to create a MyGov account, your Tax Advisor can still access your payment summaries at the end of the year;



Security Policies

- The correct set up of your MyGov account includes the set-up of 3 security questions;
- The process of linking the ATO to your MyGov account involves providing a number of detailed personal information including for example your PAYG lodgement, bank accounts linked to the ATO etc. Make sure you have these details available;



Frequently Asked Questions

I don't have a MyGov account can I still fill out the forms manually?

Yes, there is no obligation to fill out the employment forms through MyGov at this stage.

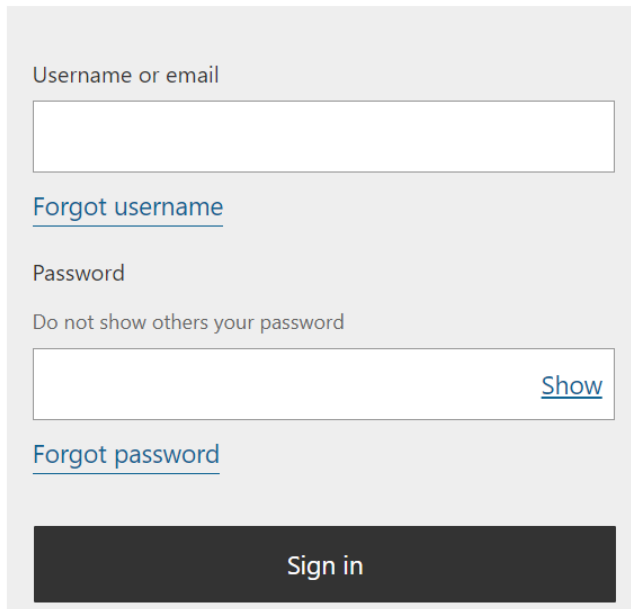
Can my employer open a MyGov account for me?

No, MyGov accounts can only be opened by each individual employee.

How to complete and submit a new employment form

1. On your internet browser go to: my.gov.au

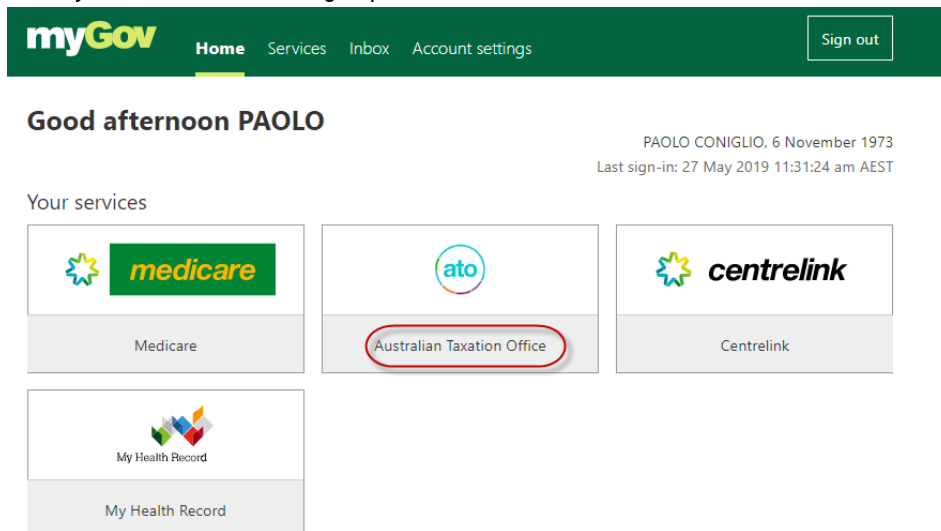
→ The MyGov sign in screen opens



The screenshot shows the MyGov sign-in interface. It features a text input field for 'Username or email', a link for 'Forgot username', a text input field for 'Password', and a 'Show' link to toggle password visibility. Below the password field is a link for 'Forgot password' and a large black 'Sign in' button.

2. Sign In MyGov using your credentials and security options

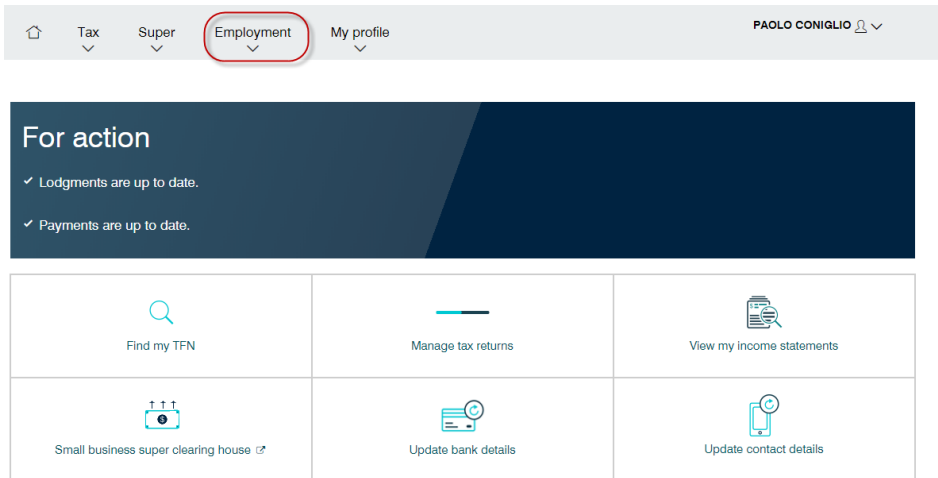
→ The MyGov Your Services Page opens



The screenshot displays the MyGov 'Your Services' page for user PAOLO. The page header includes the MyGov logo, navigation links (Home, Services, Inbox, Account settings), and a 'Sign out' button. The user's name 'Good afternoon PAOLO' and details 'PAOLO CONIGLIO, 6 November 1973' and 'Last sign-in: 27 May 2019 11:31:24 am AEST' are shown. Under 'Your services', there are four service tiles: Medicare, Australian Taxation Office (ATO), Centrelink, and My Health Record. The ATO tile is circled in red.

3. Click on [\[Australian Taxation Office\]](#)

➔ The ATO Online Service Page opens



4. Click on **Employment** ➔ **New Employment**

➔ The New Employment screen opens

New Employment

All fields marked with * are mandatory.

i Talk to your employer before completing this form. To learn more visit [Onboarding a new employee](#).
 You may also use this form to submit updates for employers that are not listed in [Employment details](#).
 To complete this process you'll need to **print a summary** of your employment details to give to your employer.

Employer ABN or WPN *

Employer branch ID **i**

Employment type *

Full time

Part time

Casual

Labour hire

Super pension annuity

Select the details you will provide to this employer *

5. Enter your new employer's ABN

6. Select the correct employment type (Full Time | Part Time | Casual)

7. Select one or both the following options

- **Tax Details** ➔ To fill out your Tax File Declaration Online
- **Super Details** ➔ To fill out your Superannuation Choice Online

Note: your employer superannuation default fund USI is required to fill out this form

8. Click on **[Start]**

→ *The New Employment Personal Details Page opens*

New Employment

EVOLUTION CLOUD ACCOUNTING PTY. LTD.
22 613 788 364
Full time employee

Personal details Tax withholding details Medicare levy variation Super fund choice details Summary

1 2 3 4 5

Personal details

All fields marked with * are mandatory.

Name
PAOLO CONIGLIO

9. Enter your address, phone number and residency status and click on **[Next]**

→ *The New Employment Tax Withholding Details Page opens*

New Employment

EVOLUTION CLOUD ACCOUNTING PTY. LTD.
22 613 788 364
Full time employee

Personal details Tax withholding details Medicare levy variation Super fund choice details Summary

1 2 3 4 5

Tax withholding details

All fields marked with * are mandatory.

Tax-free threshold

10. Select the applicable tax options and click on **[Next]**

➔ The New Employment Medicare Levy Page opens

New Employment

EVOLUTION CLOUD ACCOUNTING PTY. LTD.
 22 613 788 364
 Full time employee

Personal details Tax withholding details **Medicare levy variation** Super fund choice details Summary

1 2 3 4 5

Medicare levy variation

11. Select the correct Medicare Levy option and click on **[Next]**

➔ The New Employment Super Fund Choice Details Page opens

Note: this page will display providing you have selected the **Super Detail** option at the start of the process

New Employment

EVOLUTION CLOUD ACCOUNTING PTY. LTD.
 22 613 788 364
 Full time employee

Personal details Tax withholding details Medicare levy variation **Super fund choice details** Summary

1 2 3 4 5

Super fund choice details

12. The ATO provides a list of all active Superannuation Funds linked to your Tax File Number as well as your employer's default fund option. Select the superfund you wish for your new employer to pay your Super Guaranteed contributions.

13. Click on **[Next]**

➔ The New Employment Summary Page opens

EVOLUTION CLOUD ACCOUNTING PTY. LTD.
 22 613 788 364
 Full time employee

Personal details Tax withholding details Medicare levy variation Super fund choice details **Summary**

1 2 3 4 5

Summary

14. This page displays a summary of all options selected on the previous screens. Check that all options are correct.

Note: click on **[Back]** to return to previous screens, if any of the options displayed are incorrect,

15. Select the Declaration box and click on **[Finalise]**

➔ *The New Employment Summary Confirmation screen opens*

New Employment

ⓘ Provide summary to your employer

To complete the process, **print a summary** and give it to your employer.
The latest employer's summary is available from employment details.

ATO receipt ID: tax withholding 2410208692115 and super nomination 2410208692128

Print Summary

Next steps


- > [Print summary](#) and give to your employer.
- > Consider [consolidating your super funds](#) into one account and save money on fees.

16. Click on **[Print Summary]**

➔ *The Employee tax and super details page opens*



Name PAOLO CONIGLIO
TFN 411 121 472
Date received 1 Jun 2019
Event ID 2410208692115

 Use print options to save as a PDF.

Employee tax and super details

Instructions

Employee

Give this document to your **employer** so they can determine the **amount of tax to be withheld** from payments and **make contributions to your chosen fund**.

To change these details go to the Employment menu in the ATO online services from your myGov account.

EVOLUTION CLOUD ACCOUNTING PTY. LTD.
 ABN/WPN 22 613 788 364

Employment type
 Full time

Employer

The information provided below will help you determine the **amount of tax to be withheld** from payments and to notify you of **your employee's chosen superannuation details**. It applies to payments made after this form has been given to you.

If your business software supports it, you can use the **event ID** to retrieve the information contained in this document electronically from the ATO.

Do not return this document to the ATO.

Event ID: 2410208692115

17. Click on **[Print]**

18. Print a copy of the form to PDF and send it to your employer