



# Single Touch Payroll

## For employees

## Understanding the next steps

The way employers report tax and super information to us is gradually changing.

This reporting change is called Single Touch Payroll (STP) and it applies to employers that have 20 or more employees. Some employers have already started STP reporting. However, the majority of employers with 20 or more employees will start from 1 July 2018.

If your employer reports through STP they will send us your tax and super information each time they pay you. We call this 'real-time reporting'.

Don't worry; you'll still be paid the same way. However, there will be some changes for you.

### What STP means for you

Here are some of the changes you will see **if your employer reports to us through STP**.

#### You will see your year-to-date tax and super information in myGov.

- You will see this information by logging into [myGov](#) and accessing ATO online services.
  - > It's easy to set up and manage a myGov account if you don't have one. You can now use your mobile number or email address to sign in.
  - > It's not compulsory to have a myGov account. However, you won't be able to see your year-to-date tax and super information online without one.
- Each time your employer pays you, your year-to-date tax and super information will be updated in myGov.
  - > It may take a few days for your myGov information to be updated after your employer pays you. That means the information you see in myGov may not always match what you see on your payslip.
  - > Year-to-date information is a total of the payments made by your employer from the start of the financial year.

#### Payment summaries will also be in myGov.

- Your employer is not obliged to give you an end of year payment summary for the information they report through STP (the law has changed).
- Your payment summary information will be available in myGov at the end of the financial year.
  - > If your employer has already started STP reporting, ask them how you will get your payment summary for this financial year (2017-18).
  - > STP has started gradually, and some employers may choose to issue payment summaries for the first year.
- Your payment summary information will be called an **income statement** in myGov. This is the equivalent of your payment summary (some people may still refer to it as a group certificate).
- We'll send a notification to your myGov inbox when your **income statement** is 'tax ready' so you or your tax agent can complete your tax return.
- You'll be able to contact us for a copy of your **income statement**.
- You can continue to lodge your tax return as you do now. This may be through a registered tax agent, or *myTax*.

#### You can check if your super has been paid.

- Your employer will tell us how much super they are required to pay to your fund.
- Super funds will let us know once your employer has made the payment to your fund (this will start from 2019). Talk to your software provider.
- Just remember, employers pay super contributions at different times, and that's ok. However, they must pay at least quarterly.

## Your registered tax agent will also be able to access your STP 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.

## If you have multiple employers

If you have multiple employers, they may not all report through STP.

An employer **who does not** report through STP will need to give you a payment summary at the end of the financial year (as they do now).

An employer **who does** report through STP will not have to give you a payment summary for the STP data they report. You will get your end of year payment summary information in myGov.

## What to do if your employer reports through STP

- Find out when your employer will start reporting through STP. Most employees won't notice any changes until 2018-19.
- If your employer has already started STP reporting, they should let you know how you will get your payment summary this year. They may choose to give you a payment summary for the first year of STP reporting.
- [Create a myGov](#) account if you don't have one. MyGov is a secure way to access government services online with one login and one password.
- When your myGov account is set up, you can link it to ATO online services and manage your tax and super information in one place.
- Already have a myGov account but forgotten your username or password? Click the links to [recover your username](#) or [recover your password](#).

## See also:

- Video: [Creating a myGov account](#)
- [Link the ATO to your myGov account](#)

## Need more information?

Visit [ato.gov.au/stp](https://ato.gov.au/stp)