

Hi everyone,

In order to comply with new reporting requirements set by the Australian Taxation Office (ATO), South West Personnel has transitioned to a new payroll reporting system called Single Touch Payroll (STP) for the 2019/2020 financial year and onwards.

STP allows your income, tax and superannuation information to be digitally reported to the ATO every time you get paid (rather than completing one report at the end of each financial year). As part of this STP initiative, you will be able to access your year-to-date income, tax and superannuation information in real time throughout each financial year. However, there are some important changes that you need to know.

### **How will STP change things for you?**

Now that we are STP Active, **South West Personnel will no longer be producing Payment Summaries** for you at the end of each financial year. Instead, you will now be able to **access the new Income Statement\*** via [myGov](#) - the Australian Government's online portal that allows users to access the ATO, as well as several other government online services.

*\*An Income Statement is the equivalent of a Payment Summary (which some people call a group certificate).*

Please be assured that STP will not change any other internal payroll procedures for you. More specifically, the process of submitting accurate timesheets to South West Personnel on a weekly basis (or by following the specific process as set out by your host employer) will not change.

### **What do you need to do?**

To access your Income Statement and view year-to-date income, tax and superannuation information, you will need to log in to your [myGov](#) account. If you do not have a [myGov](#) account, you will need to create one.

While it is not compulsory to have a myGov account, you will not be able to access your Income Statement or see your year-to-date income, tax and super information online without one.

### **How do you set up and access your myGov account?**

It's easy to set up and manage a myGov account. To create an account, please click on the link below and follow the instructions:

<https://www.ato.gov.au/Business/Single-Touch-Payroll/Single-Touch-Payroll-for-employees/Setting-up-your-myGov-account/>

Once your myGov account is set up, you can link it to other ATO online services such as Medicare, Centrelink, Child Support, My Health Record and more. Your personal myGov account includes an 'Inbox' where you can keep letters, statements, messages and notices from participating government departments.

### **Where can you find more information?**

To find out more about what STP means for you, please visit the ATO's [STP](#) website.

If you have any questions or concerns in relation to STP and how it relates to your pay, you are welcome to contact South West Personnel on 9721 8155 or email [payroll@southwestpersonnel.com.au](mailto:payroll@southwestpersonnel.com.au)

Please note that South West Personnel cannot provide you with taxation or financial advice - you will need to contact your personal financial adviser for queries on how to best manage your tax and/or finances.