



Help and support to lodge your tax return

If you need help lodging your tax return our Tax Help program is free and helps individuals with simple tax affairs.

Tax Help program

Our Tax Help program is free and helps eligible people earning \$70,000 or less lodge their tax return online.

Become a Tax Help volunteer

Become a Tax Help volunteer and help people in your community prepare and lodge their tax returns online using myTax.

Become a Tax Help centre

We're looking for community centres that want to support our face-to-face Tax Help service.

National Tax Clinic program

The National Tax Clinic program can help eligible individuals and small businesses with their tax affairs.

Lodge your tax return with a registered tax agent

Use a registered tax agent to prepare and lodge your tax return, they are the only people that can charge a fee.

QC 102103

Tax Help program

Our Tax Help program is free and helps eligible people earning \$70,000 or less lodge their tax return online.

Last updated 17 April 2026

Media: About the Tax Help program

<https://tv.ato.gov.au/ato-tv/media?v=bi9or7od54d68n>  (Duration: hh:mm)

About the Tax Help program

From July to October each year, our accredited volunteers help people lodge their tax returns online. Our volunteers can also help you to:

- create a myGov account
- lodge an amendment to your tax return
- claim a refund of franking credits
- tell us if you don't need to lodge a tax return.

You can speak to a Tax Help volunteer:

- online
- by phone
- in person at Tax Help centres across Australia.

Eligibility for Tax Help

You are eligible for Tax Help if your income is around \$70,000 or less, have simple tax affairs for the income year and you **didn't**:

- work as a contractor – for example, a contract cleaner, taxi or uber driver
- run a business, including as a sole trader
- have partnership or trust matters
- sell shares or an investment property
- own a rental property
- have capital gains tax (CGT)
- receive royalties
- receive distributions from a trust, other than a managed fund
- receive foreign income, that is not a foreign pension or annuity.

If you are not eligible for Tax Help you may qualify for assistance from the [National Tax Clinic program](#).

Make an appointment

If you're eligible for the Tax Help program, you'll need to make an appointment. You'll also need to [create a myGov account and link it to the ATO](#).

When you're ready to make an appointment, phone us on **13 28 61** (select option **3**, then option **2**) for Tax Help services near you.

You'll need to bring the following with you for your appointment:

- your myGov username or email you use for myGov and password – if you're unable to locate or remember your myGov sign in details, or don't have a myGov account, our volunteers can help
- your mobile phone to receive your myGov SMS security code
- your bank account details (BSB and account number)
- your tax file number (TFN)
- an original or amended notice of assessment from any one of the last 5 years
- income statements or payments summaries from all sources

- all your receipts for gifts, donations and work-related expenses
- details of any child support payments made
- details of your spouse's (married or de-facto) taxable income or a reasonable estimate if you had a spouse at any time during the financial year.

For easy-to-read information about doing your tax or linking the ATO to your myGov account, go to:

- [How to create a myGov account and link to your tax and super](#)
- [Get ready to do your tax](#)
- [How to do your tax.](#)

QC 32082

Become a Tax Help volunteer

Become a Tax Help volunteer and help people in your community prepare and lodge their tax returns online using myTax.

Last updated 11 March 2026

About the Tax Help program

Tax Help is a free service to help [eligible people earning \\$70,000 or less and with simple tax affairs](#) manage their tax obligations.

From July to October each year, our Tax Help volunteers work with community centres, to help prepare and lodge tax returns using myTax. Volunteers can also help taxpayers to:

- create a [myGov account](#) 
- lodge amendments
- claim a refund of franking credits
- tell us if they don't need to lodge a return.

Volunteers can help taxpayers online or by phone. They also provide help in person from Tax Help centres across the country.

Eligibility to be a Tax Help volunteer

We're looking for volunteers to join our [Tax Help program](#). You don't need any special experience to become a Tax Help volunteer. We provide training and support to assist you.

You can become a Tax Help volunteer if you:

- are at least 18 years old
- have lived in Australia permanently for the last 2 years
- pass a pre-engagement check (which includes a police records check)
- complete online training.

Training for Tax Help volunteers

Tax Help will provide training between March and July each year. We will introduce you to [myGov](#)  and our online platform for lodging tax returns, myTax. We will show you how to prepare and lodge tax returns online.

Training is self-paced and online so you will need access to a computer and the internet.

Benefits to volunteering

There are many benefits to volunteering, not least of which is that it makes you feel good! By becoming a Tax Help volunteer, you'll also:

- learn and share new skills
- build your resume with real work experience
- create professional networks and make new friendships
- benefit your local community
- boost your self-esteem and self-confidence.

How to apply to volunteer

Applications for Tax Time 2026 volunteers are now open.

If you're interested in becoming a Tax Help volunteer, email your expression of interest to taxhelp@ato.gov.au. Include your:

- name
- contact number
- suburb
- postcode
- State or Territory.

Media: That's how Tax Help helps

<https://tv.ato.gov.au/ato-tv/media?v=bd1bdiunih5ufh> (**Duration:** 1:35)

Interested in becoming a Tax Help centre

If your organisation would like to support people in your community by providing a location for face-to-face Tax Help appointments, you can register as a Tax Help centre. Learn more about what's involved and how to apply on [Become a Tax Help centre](#).

QC 45963

Tax Help volunteers – using Alternative Access Process (AAP)

The Alternative Access Process allows Tax Help volunteers to help people with online lodgment of returns or amendments.

Last updated 27 April 2026

Individuals using Tax Help

Most people using Tax Help will have a myGov account linked to the ATO. If they don't have, or can't access their myGov account, Tax Help

volunteers can help them to access their online account through the Alternative Access Process (AAP).

Volunteers can also support people to link their myGov account to the ATO so they can view their tax information and lodge online.

Using AAP to assist people using Tax Help

AAP allows Tax Help volunteers to assist people to lodge online without a myGov account.

As a Tax Help volunteer, you access the AAP through your own myGov account, using a dedicated web address. The web address will be sent to volunteers in late June.

You will need to log in each day as a Tax Help volunteer and on each device you use.

There are 2 main steps to using AAP:

- [Step 1: Logging on to AAP as a volunteer](#)
- [Step 2: Logging the person into ATO online services](#)

Step 1: Logging on to AAP as a volunteer

To log on to AAP as a volunteer:

1. Enter the AAP web address in your web browser.
2. Select 'Tax Help volunteer', then choose 'Sign in'.
3. On the myGov 'Welcome' page, sign in with your myGov username and password or your myID Digital Identity.
4. You may be prompted to enter an SMS security code sent to your mobile device (make sure you bring your phone to Tax Help appointments).

If you've logged in successfully, the client login page will appear (see image below).

 At this screen, Tax Help volunteers can assist clients to log on to ATO online.

Note: Before continuing, close and reopen your browser and re-enter the AAP web address into your web browser.

You are now signed into AAP. To assist a Tax Help client, continue to [Step 2: Logging the client into ATO online services](#).

When you've finished your Tax Help session, make sure you log out of AAP using **THV sign out** in the top right corner of the screen. Then, close the browser.

Step 2: Logging the person into ATO online services

Once you've logged on as a volunteer, you can enter the Tax Help client's details into the AAP. The steps are:

1. Select **Individual (THV assisted)** from the 'Login as' drop-down menu.
2. On the 'Getting started' screen, select from the following 2 options
 - [I have my tax details](#) – select this when the person can provide enough information to confirm their identity online
 - [I have an access code](#) – first-time lodgers will generally use this option.

The image below shows how these 2 options appear on the 'Getting started' screen.

The 'Getting started' screen, with two options for logging on as the client - 'I have my tax details' or 'I have an access code'.

I have my tax details

If you select 'I have my tax details', enter the person's:

- tax file number (TFN)
- name
- date of birth.

They will be asked to confirm their identity by answering questions specific to them. They must answer 2 out of 6 questions from the following categories:

- bank account statement from an interest-bearing account declared to the ATO or an account where a tax refund was paid
- dividend statement
- notice of assessment

- superannuation account statement
- Centrelink payment summary
- PAYG payment summary.

Questions will only appear for categories where the ATO holds information about the person. For example, if they don't own shares, no question about a dividend statement will be shown.

Below is an example of the 'Confirm it is your record' screen, with questions specific to the client.

 An example of the 'Confirm it is your record' screen where the client needs to enter specific tax details to confirm their identity.

Once the questions have been answered, the ATO online services account will open in the browser. You can now open the taxpayers *myTax* return.

I have an access code

People who are unable to provide sufficient tax details can confirm their identity by entering a THV access code.

The **THV access code** is used when the person:

- does not have a myGov account
- is unable to create a myGov account
- does not have or remember their myGov sign in details
- is unsuccessful linking their myGov account to the ATO.

Getting a THV access code

To request a THV access code:

1. Make sure you have the taxpayer's identity documents ready.
2. Phone the Tax Help hotline on **1800 644 104**.
3. Identify yourself as a Tax Help volunteer.
4. State that you have a Tax Help client with you.
5. Ask for a THV access code.

Note that the THV access code is **not** a linking code (linking codes are explained in [Helping taxpayers link myGov to the ATO](#)).

Once the taxpayer's identity has been confirmed, a THV access code will be issued. The code will expire after 24 hours.

If the officer doesn't know about Tax Help or what a THV (AAP) access code is

Sometimes the officer may not be aware of Tax Help or access codes.

When you phone 1800 644 104, make sure you are requesting a **THV access code**. You may need to direct the officer to the relevant scripting, make sure they are looking for **access codes**.

If the officer doesn't know about Tax Help or THV access codes, ask them to:

1. Search their scripting with the term 'Tax Help'.
2. Read the information and follow the links for
 - a. 'THV requesting THV access code', then
 - b. 'myGov Support Tool and THV access or myGov one time linking code'.
3. Follow the directions on the page to issue a THV access code.

The officer will complete a proof-of-record ownership (PORO) identity check with the taxpayer. If this is successful, they will issue a THV access code.

Using the THV access code

Once you have obtained a THV access code:

1. Enter the taxpayer's TFN and access code.
2. Agree to the terms and conditions.
3. Select 'Submit'.

The taxpayer's ATO online services account will open in the browser and you can open their *myTax* return.

Below is an example of the 'Your access code' screen.

 At this screen, the client enters their tax file number and access code.

Helping taxpayers link myGov to the ATO

If a taxpayer already has a myGov account but is having trouble linking it to the ATO, they will need a linking code.

The **linking code** is used for taxpayers who:

- have a myGov account but unable to link to the ATO
- are first time lodgers
- are new to Australia.

Getting a linking code

To get a linking code:

1. phone the Tax Help hotline on **1800 644 104**
2. identify yourself as a Tax Help volunteer
3. state that you have a Tax Help taxpayer with you
4. ask for a linking code.

Once the person's identity has been confirmed, a linking code will be issued. The code will expire after 24 hours.

If the officer doesn't know about Tax Help or linking codes

Sometimes the officer may not be aware of Tax Help or linking codes.

When phoning, make sure you clearly state that you are requesting a **linking code** to link the taxpayer's myGov account to the ATO. You may need to direct the officer to the relevant scripting.

If the officer doesn't know about Tax Help or linking codes, ask them to:

- search their scripting with the term 'Tax Help'
- read the information and follow the links for
 - 'THV requesting THV linking code', then
 - 'myGov Support Tool and THV access/myGov one time linking code'
- follow the directions on the page to issue a linking code.

The officer will undertake a proof-of-record ownership (PORO) identity check with the client. If this is successful, they will issue a THV access

code.

Phoning us on other matters

When phoning the ATO about other matters, it is not always necessary to identify yourself as a Tax Help volunteer.

If the officer questions having a three-way conversation with you and the taxpayer, ask them to refer to the Tax Help information in their scripting.

Request that they search 'Tax Help' and review the information provided.

The scripting explains your role as Tax Help volunteer and confirms that you may act as an intermediary in conversations between clients and the ATO.

QC 55356

Tax Help reimbursement guidelines

Find out what you can claim a reimbursement for as a Tax Help volunteer and how to make a claim.

Last updated 16 April 2026

Reimbursement

Accredited Tax Help volunteers will be reimbursed for eligible out-of-pocket expenses incurred while participating in the Tax Help program.

If you incur eligible expenses, each month you'll need to complete a [Tax Help volunteer reimbursement claim form \(NAT 72658, PDF 205KB\)](#) .

This reimbursement claim form is a **legal document which substantiates the payment of governments funds.**

The form must be completed correctly. If the details are incomplete or incorrect, we will return the form to you to correct and re-submit.

Tips to correctly complete a reimbursement claim form:

- Fields with an 'asterisk' are **mandatory** and must be completed.
- 'Total' and 'Subtotal' fields must be completed.
- 'Total travel claim' must be in whole numbers – for example, 0.7 km is rounded up to 1 km.
- All bank details must be provided on each form (this is an ATO reimbursement requirement).
- Check the dates you enter match the dates you provided Tax Help services.
- Sign and date the form. If the form is posted to us, ensure it has a written signature (not an electronic one).
- Include your correct volunteer number on the form.

We can't process your claim for reimbursement of out-of-pocket expenses until the relevant appointment records and disclaimers have been received from your Tax Help centre, and we have cross-checked the data.

Reimbursement claims must be accompanied by scanned copies of receipts or supporting evidence for each expense. You will need to submit your claim at the end of each month unless advised otherwise. If you don't provide sufficient details and justification for your claim, there may be delays in processing your reimbursement request.

Please keep your original documentation.

We can only reimburse claims for the current Tax Help calendar year.

Final claims for the year must be submitted by 30 November in the year they were incurred. You can complete the reimbursement claims form online or print the PDF form.

Send the completed form to the Tax Help team by [email](#).

The ATO's service standard for processing reimbursements can vary depending on the specific circumstances and type of reimbursement. Generally, the ATO aims to process reimbursement claims within 28 days of receiving all necessary information.

If you are unsure whether an expense is eligible, please contact Tax Help before incurring the expense.

Use the reimbursement form to claim:

- [Travel](#)
- [Phone calls](#)
- [Other items](#)

Travel

When attending a Tax Help centre for Tax Help appointments, you can claim reimbursement for:

- return travel from the registered home address on the tax help application (or relevant departure point such as place of work), to the centre or venue, via the most direct route
- public transport costs, return trip
- reasonable parking and road toll fees – include receipts.

A reimbursement will only be paid when leaving Tax Help appointments for direct travel to your registered home address, or the equivalent distance if not going directly home – for example, to an appointment or workplace.

You can only claim car travel costs when you are the driver.

You must fill in electric or hybrid car claims on the reimbursement form using the cents per kilometre rate shown on the form.

We may reimburse eligible travel expenses for **one** induction at a Tax Help centre.

We can't reimburse you for:

- taxi fares
- parking fines
- traffic infringements
- travel costs to your Tax Help centre when you conduct Tax Help appointments as part of your paid employment
- travel costs to your Tax Help centre if you were recruited directly by the centre (unless you have contacted the Tax Help team and got

approval for the claim **before** incurring the expense)

- expenses you incur when you mentor another volunteer (unless you have contacted the Tax Help team and got approval for the claim **before** incurring the expense).

Phone calls

You may be reimbursed for phone expenses incurred for Tax Help purposes, including:

- landline calls made from your home to a Tax Help taxpayer or Tax Help centre
- mobile phone calls made to a Tax Help taxpayer or Tax Help centre, where you do not have an unlimited call plan.

Landline calls to the Tax Help hotline are free. These calls are not eligible for reimbursement.

Rate of reimbursement for phone calls

You will be reimbursed at the rate charged by your service provider.

If you have an unlimited plan, you will not be reimbursed as there is no additional out of pocket expense.

You must provide documentation, such as a copy of the phone bill, highlighting the calls relating to Tax Help and call costs.

Tax Help centres are reimbursed separately for phone calls made from their phones.

Other items

Check regularly that you have enough Tax Help supplies and contact the Tax Help team if you need extra items.

There may be circumstances where additional expenses do occur, so please discuss with the Tax Help team prior to making the purchase.

Photocopying will be paid at a per page amount, and only claimable by the Tax Help centre, not the volunteer. You must claim a reasonable amount and supply supporting documentation to show your costs.

We don't reimburse electricity costs for charging your phone or laptop. We also don't reimburse internet account charges – for example, for

emails or to submit tax returns.

If you are making a reimbursement claim for office supplies, you must provide sufficient details of the expense and justification.

How to make a claim

The [reimbursement claim form](#) is available as an online PDF. You can:

- complete the form on screen and email or print it
- send the form to Tax Help by the end of the month in which the expenses were incurred.

You must include copies of receipts or supporting evidence for each expense you claim.

If you are sending your claim by email, include a statement that you incurred the expenses performing your Tax Help duties. Your full name must appear in the signature block of your email.

To ensure that the claim is processed quickly, ensure all details are recorded correctly. This includes your financial institution BSB and account details.

Note: If your bank details change you need to indicate this on the form or advise us by email.

Reimbursement claims will be processed when appointment records have been received from the centre and cross-checked.

Virtual volunteers only

You must be a registered virtual volunteer with the Tax Help program to claim a reimbursement for working from home. You can only be reimbursed the fixed rate of 70c per hour of worktime.

Note: If you choose to claim the work from home fixed-rate option, you can't claim reimbursement of any further expenses. This includes photocopying, stationery, travel, or other out-of-pocket expenses.

You need to meet several criteria to claim reimbursement expenses related to virtual appointments. You must:

- carry out the virtual appointments from your home only
- be a registered virtual Tax Help volunteer to provide virtual Tax Help services and claim relevant expenses

- not already have been reimbursed in any capacity for the expenses incurred
- have incurred additional out-of-pocket expenses
- provide evidence to substantiate your reimbursement claim.

Return to: [Tax Help program training](#).

QC 102527

Become a Tax Help centre

We're looking for community centres that want to support our face-to-face Tax Help service.

Last updated 11 March 2026

About the Tax Help program

The Tax Help program runs each year from July to October, with trained volunteers working through Tax Help centres to assist people with simple individual tax affairs to lodge online.

Benefits to becoming a centre

Join our nationwide network of Tax Help centres, located in venues such as libraries, community centres and other community organisations. By becoming a Tax Help centre, you'll help people in your community to:

- create a [myGov account](#) 
- prepare and lodge their tax return online via myTax
- lodge amendments
- claim a refund of franking credits
- tell us if they don't need to lodge a return.

How to apply to become a centre

If you're interested in being a Tax Help centre, send your expression of interest to taxhelp@ato.gov.au. Include the following details:

- the name of your organisation
- a contact person
- contact number
- suburb
- postcode
- State or Territory.

Interested in volunteering instead

If you'd like to support the Tax Help program in a different way, you can also become a Tax Help volunteer.

Learn about eligibility, training and how to apply by visiting [Become a Tax Help volunteer](#).

QC 106215

Tax Help centre information

Tax Help centre information for Tax Help centres only.

Last updated 22 April 2026

About the Tax Help program

The Tax Help program is a community-based service that provides free assistance to eligible people earning \$70,000 or less with simple tax affairs.

Community volunteers are trained to assist taxpayers to prepare and lodge their:

- tax return

- application for refund of franking credits (RFC)
- non-lodgment advice
- online amendments.

Tax Help volunteers are not classified as ATO employees. Volunteers and centres can't accept payment or other recompense for providing this service. Penalties apply for anyone other than registered tax agents charging or receiving a fee or other reward for tax agent services.

The Tax Help program embodies the principles of the [ATO Charter](#) – the relationship between the ATO and the community and is based on mutual trust and respect. Key elements include:

- clients' expectations of the ATO
- their rights and obligations, and
- what they can do if not satisfied.

Becoming a Tax Help centre

To become a Tax Help centre, your organisation must agree to conditions of participation. This document outlines the rights and obligations for participating as a Tax Help centre. Key requirements of a Tax Help centre include:

- Providing a private room or workspace to conduct appointments. The area must be clean, comfortable, and safe with:
 - a computer, laptop, iPad or tablet
 - a desk and at least 2 chairs
 - a shelf or drawer to store stationery and personal belongings
 - a phone, or access to a phone in a private area nearby.
- Maintaining the safety of volunteers by ensuring they are not left alone at the centre and that they are aware of the centre's security and health and safety policies.
- Ensuring ATO equipment is stored in a secure location, used appropriately, and returned in good working condition at the end of tax time.

- Maintaining regular contact with the Tax Help team and raising issues as they occur.

Role of the centre coordinator

The centre coordinator's role is to oversee the operation of Tax Help in the centre and ensure that the conditions of participation are met.

Before tax time

The following requirements should be met:

- In consultation with Tax Help, recruit a volunteer.
- Introduce volunteer to key people within the centre.
- Liaise with volunteer to confirm hours of attendance, length of appointments and arrange rosters.
- Ensure those booking Tax Help appointments are aware of their responsibilities.

During tax time

The following requirements should be met:

- promote the Tax Help program within the centre and community
- ensure the privacy of people accessing the Tax Help program
- provide volunteers access to stationery items supplied by the ATO
- request additional stationery as required
- ensure timely submission of administrative documents, including
 - appointment records
 - reimbursement claims for out-of-pocket expenses.

After tax time

The following requirements should be met:

- return ATO equipment as per Tax Help instruction
- provide feedback to Tax Help.

Tax Help administration

Centres are required to undertake administrative duties as a part of the Tax Help program.

It is important to use the stationery, publications and forms provided by Tax Help. These are sent to Tax Help centres in early July. As forms are updated each year, ensure any previous years' stock is destroyed.

Paper returns and forms are supported by Tax Help.

Advertising

We will provide posters, flyers, and social media messages for promotion of the Tax Help program. Posters are available in 2 designs. One includes the ATO's contact number and the other has provision for you to include your centre's contact information. You may choose the design which best suits your needs or use both.

We suggest placing posters and flyers at strategic points in your centre as well as around local community areas, such as libraries and community centres. If you need more, email Tax Help.

Appointment confirmation

The [Tax Help appointment confirmation \(PDF, 130KB\)](#)  form must be issued when an appointment is made. It confirms the time, date and place of the appointment, and includes information on how to prepare for, and bring to, the appointment. For example, creating a myGov account and linking to the ATO.

To provide the form:

1. Open the form and complete all fields.
2. Select 'Print form'.
3. Under Printer, select your printer from the dropdown to print the form or 'Save as PDF' for an electronic copy.

Provide the form either in person or by email. Ensure there is enough time for it to be received and for preparation before the appointment.

Appointment record

The [Tax Help appointment record \(PDF, 573KB\)](#)  form must be used to record appointments. You may use your own version, however it

must include the same fields as the Tax Help appointment record form provided.

Appointments should be recorded for each volunteer. Provide the form with the details of appointments booked to the volunteer when they arrive.

The volunteer records statistical data about the appointments on this form and returns it to the centre when they have finished their appointments for the day. More than one day's appointments can be recorded on each appointment record.

At the end of each month, email the completed appointment records to Tax Help. This allows us to record accurate data on the Tax Help appointments completed and promptly process volunteer reimbursement claims. For privacy reasons, you must always keep completed appointment records in a secure location.

Information recorded on appointment records must only be used for Tax Help purposes.

Disclaimer

The [Tax Help disclaimer \(PDF, 164KB\)](#)  is a declaration confirming that a Tax Help volunteer has assisted with completing a tax return and that the volunteer is not responsible for the information provided. It also acknowledges that any interactions after lodgment of the tax return or form will be directly with the ATO.

The disclaimer is signed by both the taxpayer and the volunteer. Disclaimers are not required for online lodgments.

For paper tax returns or forms, the completed disclaimer must be attached to the tax return or form to be posted to the ATO.

Feedback

We encourage Tax Help centre coordinators, staff and Tax Help volunteers to provide feedback.

Tax Help may ask you to provide statistical information. We value your input and rely on this information to improve the Tax Help program.

End of year feedback sessions are held after the end of the Tax Help program and are a great opportunity to discuss your experience and provide any feedback. Feedback can also be sent to Tax Help by email.

Hours of operation

The centre's nominated contact phone number must be available and attended during your opening hours for bookings.

If the centre's opening hours change, notify the Tax Help team as soon as possible so that we can avoid unnecessary referrals. For example, a centre may close during school holidays or be fully booked.

Recognition of service

To mark our appreciation of the centre's involvement in the Tax Help program, a certificate of participation is issued at the end of the year.

Advise Tax Help if the centre's postal address has changed to prevent delays.

People using the Tax Help program

How to assist people using the Tax Help program.

Referring people to Tax Help

The ATO promotes Tax Help on our website, through media releases, and social media channels.

People may be referred by other Tax Help centres that don't have a suitable appointment time or by a referral centre such as Services Australia offices. Referral centres do not provide Tax Help but assist people by directing them to a Tax Help centre in their area.

When people contact the ATO, we refer them to their most convenient or closest Tax Help centre. We provide the centre's contact details so that they can phone the centre and make an appointment.

To support this process, your centre's name, location, contact details and opening hours are listed on a Tax Help data base and shared with other Tax Help centres.

We also identify centres that cater to specific groups, such as people from culturally and linguistically diverse backgrounds.

Occasionally, you may not have an appointment time available or volunteers may be fully booked for the Tax Help season. In these circumstances, you may need to refer the person to another nearby Tax Help centre.

To ensure the best chance of securing an appointment, provide them with the contact details of at least 2 other centres in the area. These details can be found on the centre contact list provided by Tax Help.

Assessing eligibility

Before booking an appointment, it is important to assess eligibility for Tax Help. Tax Help volunteers can only assist with simple tax returns and must operate within the scope of the Tax Help program. If it's identified during an appointment that eligibility requirements are not met, the volunteer will not be able to assist them.

Assessing eligibility can be challenging as it relies on accurate information being provided in response to the questions asked. Use the steps below to determine if a person is eligible for Tax Help.

Step 1: Was your income \$70,000 or less?

- Yes – go to step 2
- No – the person is not eligible for Tax Help.

Step 2: Did you receive income from these sources during the financial year?

- working as a contractor – for example, a contract cleaner, taxi or uber driver
- running a business or working as a sole trader
- royalties
- trusts, other than managed funds
- owning a rental or investment property
- making a capital gain or capital loss by selling shares or other capital assets
- foreign income, other than pensions

If they answer:

- Yes – the person is not eligible for Tax Help.
- No – the person is eligible for Tax Help.

If you are unsure of eligibility, contact Tax Help.

You may refer people who are not eligible for Tax Help to the [National Tax Clinic program](#). This is a government-funded initiative to help people who may not be able to afford professional advice and representation with their tax affairs. This service is available to eligible individuals, small businesses, not-for-profit organisations and charities.

Making the appointment

Once eligibility for Tax Help has been confirmed, you can make an appointment.

All Tax Help appointments should be conducted at an approved Tax Help centre, unless there are exceptional circumstances. If a request is made to have an appointment at a different location, contact Tax Help.

Appointment checklist

- Refer to the volunteer roster to check volunteer availability.
- At the beginning of tax time, appointments will be 45 minutes unless the volunteer indicates otherwise. As tax time progresses, the appointment time may be reduced upon discussion with the volunteer.
- Do not make appointments more than 1 month in advance as appointments booked too far ahead are more likely to be forgotten.
- If a family member also requires assistance, a separate appointment should be made.
- Allocate additional time where assistance is required with more than one tax return or form.
- Explain how to prepare for the appointment and what to bring.
- Issue a [Tax Help appointment confirmation](#) either in person or by email.
- Record appointment details on the [Tax Help appointment record](#).
- Ask the person to contact the centre if they are unable to attend.
- If an appointment is cancelled, notify the volunteer as soon as possible.

How to prepare for the appointment and what to bring

This information is included in the appointment confirmation and must be provided in person or by email when the appointment is made. If an appointment is booked by phone, the information can also be read aloud at that time.

To lodge online, a myGov account linked to the ATO is required. If a myGov account has not already been set up, registration must be completed at my.gov.au before the Tax Help appointment. The myGov account to the ATO must also be linked to the ATO.

The following information should be brought to the appointment, where applicable:

- myGov username or email and password
- mobile phone for myID or myGov SMS security code (2 factor security authentication)
- TFN
- an original or amended notice of assessment from any one of the last 5 years
- BSB and bank account details
- Medicare card or number
- private health insurance statement showing their fund details
- all statements from banks and financial institutions showing interest received during the income year
- all payment summaries from super funds
- details of all income from Centrelink or Department of Veterans' Affairs (including details of any tax-free pensions or benefits)
- all dividend, super and managed fund statements
- all foreign income details and pension statements or details of the amounts received
- all receipts for gifts, donations, and work-related expenses
- details of any child support payments made by them
- details of any losses on investments in shares and rental properties (net investment losses).

People who receive Centrelink payments will not be issued with a paper payment summary, the ATO pre-fill service will complete this information for tax returns prepared online.

Where a spouse (married or de-facto) existed at any time during the income year, details of the spouse's taxable income must also be provided. This includes any income statements. This information is required to complete certain tax return labels. If exact figures are not available, a reasonable estimate must be provided.

Proof of identity

If the volunteer needs to contact the ATO during the appointment, proof of identity may be required. At least 3 of the following documents should be presented:

- Australian drivers license or learner permit
- Australian passport
- Australian birth certificate
- Australian marriage certificate (issued by Births Deaths and Marriages)
- Australian citizenship certificate
- overseas passport with Australian visa
- Immicard
- Change of name certificate
- recent letters from the ATO
- previous tax return not more than 5 years old
- Centrelink CRN (Customer reference number)
- superannuation account statement.

Medicare card, drivers licence and learner permit can't be used together for proof of identity.

Online services

myTax is our free online tax return that can be used on any device. To use myTax, a client needs to create a myGov account and link to the ATO.

ATO app

The ATO app is a simple and easy way to access and manage tax and super on the go. The ATO app has several helpful features and tools that allow people to:

- access ATO online services including myTax
- view employment income
- search for lost super
- check the progress of a tax return
- access the myDeductions tool

myDeductions

Throughout the year, the [myDeductions tool](#) can be used to:

- capture and classify work-related expenses
- gifts and donations
- record the cost of managing their tax affairs
- store photographs of receipts
- record car trips
- upload deductions to their myTax return.

After the appointment

The responsibilities of the Tax Help centre and volunteer end once the tax return or forms have been completed.

A person may return to the centre with an enquiry about their tax return or notice of assessment. Explain that Tax Help can't provide any further assistance and advise them to:

- use myTax or the ATO app to track the progress of their tax return
- contact our individual enquiries line on **13 28 61**.

If changes are required after lodgment, an amendment can be lodged.

Tax Help volunteers may assist with submitting amendments online where:

- the item being amended is in the Tax Help scope

- the supporting documentation is available.

A new appointment must be made with the centre to complete an amendment.

Tax Help volunteers

Tax Help volunteers must undergo a [pre-engagement integrity check](#) and complete their training before they are accredited and assigned to work at a Tax Help centre.

While participating in the Tax Help program, accredited volunteers are covered by the Commonwealth's insurance policy in the event of any loss or injury.

Role

The responsibilities of a Tax Help volunteer include:

- abiding by the conditions of participation
- keeping within the scope of the program
- providing Tax Help services only at an authorised location and at authorised times
- maintaining confidentiality and professionalism in all dealings with clients
- abiding by the Tax Help centre's code of conduct
- protecting the privacy of clients
- returning all documents that clients bring with them to the appointment
- notifying Tax Help immediately if they become aware of any legal action taken against them
- not advising or calculating a taxpayers tax liability or refund
- correctly identifying tax returns lodged online as Tax Help returns
- confirming appointments with their centre at least the day before
- ensuring that appointment records are completed and returned to their Tax Help centre coordinator on completion of each day's appointments

- maintaining regular contact with Tax Help
- ensuring reimbursement claims are submitted to Tax Help at the end of each month
- submitting statistical information to Tax Help on time
- distributing tax or other community information provided by Tax Help.

Recruiting volunteers

Volunteer recruitment occurs each year in March. We will provide information to help you recruit your own Tax Help volunteers. If you are unable to recruit a volunteer, Tax Help can provide assistance.

Once you have a prospective volunteer, advise them to email Tax Help providing their name, suburb, postcode, and nominated centre.

Rostering

Consult with your Tax Help volunteer and negotiate available days, times and appointment length before preparing an appointment roster.

We suggest that if a volunteer is new to the Tax Help program, that the allocated time for an appointment is longer – for example, 45 minutes. As tax time progresses, this time may be reduced upon discussion with the volunteer.

If you wish to offer the Tax Help service outside the hours of 8:00 am to 6:00 pm, Monday to Friday, discuss this with Tax Help. Our support is not available outside these hours.

A minimum of 3 or 4 appointments should be scheduled for each half day. It is recommended to group appointments to make best use of the volunteer's time. Don't forget to include time for meal or refreshment breaks if the appointments span several hours.

The method of notifying volunteers of appointments should be discussed directly with them. You should establish an appropriate course of action in case a volunteer is unable to keep their appointments.

We are unable to provide ATO staff to take the place of a volunteer who is unable to keep their appointments, these appointments will need to be rescheduled. In some circumstances, Tax Help may be able

to arrange for another volunteer to assist. Please let Tax Help know as soon as possible if a volunteer is unavailable for a substantial period of time.

Identifying Tax Help prepared returns and forms

Tax returns and forms lodged online are identified by the volunteer entering their volunteer ID and centre ID during the preparation of a tax return or form.

For paper tax returns and forms, volunteers attach the Tax Help disclaimer and write the following details on the front page to identify it:

- Tax Help
- volunteer ID
- centre ID.

It's the taxpayer's responsibility to post the completed form to the ATO.

Amendments

Tax Help volunteers can help submit amendments online where the:

- item being amended is in the Tax Help scope
- taxpayer has supporting documents.

myGov

If a person is unable to create a myGov account, for example they don't have an email address or access to a, Tax Help volunteers can still help them lodge online. Volunteers have an alternative means of accessing ATO online for people without digital access. This is not a replacement for myGov. Where possible, people should be encouraged to create their own myGov account and link to the ATO.

First time lodger

People lodging their first tax return may require additional support. While they may be able to create a myGov account, they may be unable to link it to ATO online. Tax Help volunteers can assist with linking myGov to the ATO. Advise them to bring one of the following documents to their appointment:

- birth certificate
- passport
- citizenship certificate.

Reimbursement claims

The [Tax Help centre reimbursement claim form \(PDF, 193KB\)](#)  is for claiming eligible expenses incurred by the centre while participating in the Tax Help program. To make a claim, email the completed form to Tax Help at the end of the month.

The [Tax Help volunteer reimbursement claim form \(PDF, 206KB\)](#)  is for accredited Tax Help volunteers claiming eligible out-of-pocket expenses they incur while participating in the Tax Help program.

The forms are updated each year, so ensure you use the correct form for the year you are claiming. If you are unsure if an expense is eligible, contact Tax Help *before* incurring the expense.

To avoid delays in processing, complete all information requested and return the claim to Tax Help by email.

We will only reimburse claims relating to the current tax time. Final claims must be submitted by 30 November in the year they were incurred.

Office supplies

To claim a reimbursement for office supplies, you must provide information about the expense and a justification, along with the supporting tax invoice.

Phone

We will reimburse phone calls made from the centre's landline to:

- confirm client appointments
- contact volunteers about Tax Help
- phone Tax Help.

You will be reimbursed at the rate charged by your service provider. You must provide documentation, such as a copy of the phone bill, highlighting the calls relating to Tax Help and call costs.

Landline phone calls to the **1800 Tax Help Hotline** are free. Mobile phone calls to the hotline incur normal mobile phone charges.

Phone calls should only be made from a mobile phone if a landline is unavailable. If you are on a plan that includes phone calls, work out your claim at 30c per call. If your claim exceeds your plan cap, talk to Tax Help.

Photocopying and printing

Photocopying will be paid at a per page amount. You must supply justification for the amount you claim which shows costs, amounts and calculations.

Online lodgments have removed the need for printing or photocopying client tax returns or forms.

Tax Help clients can access their tax return, amendment or notice of assessment through ATO online or the ATO app. Tax Help does not provide copies of forms. To obtain a copy, the client can phone the ATO.

Translating and interpreting service

We won't reimburse the cost of these services unless prior written approval is obtained from Tax Help.

Other items

There may be circumstances where additional expenses occur, discuss these with the Tax Help team before you make the purchase.

Note that we don't reimburse the following costs:

- electricity costs for charging laptops
- internet account charges for emails or submitting tax returns
- costs to shred paperwork
- costs for purchasing printers or ink cartridges.

Contacting Tax Help

Contact us by email

Tax Help documents and enquiries can be sent to:

TaxHelp@ato.gov.au.

Our preferred method of contact is email. Please notify us if your email address or any of your contact details change.

Contact us by phone

Tax Help enquiries can be directed to Tax Help on **1300 130 282**.

If your call goes to voicemail, please leave a message with your name, the name of your centre, centre ID, contact number, and details of your enquiry.

QC 51449

Our commitment to you

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

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