



Australian Government  
Australian Taxation Office

# How to access your income statement



Employers are required to report your income, tax and super information directly to us each pay day.

This is called your **income statement** and makes it easier to find all your income information in your myGov account when you need it.

## Accessing your income information

Your income information will be available in the following ways:

- your agent
- myGov – income statement
- your employer – payment summary.

Your employer will let you know if there are any delays in the finalisation of your income statement.

Ask your employer if you're unsure whether you will get an income statement or payment summary.

If you think the information on your income statement or payment summary is incorrect, contact your employer (or employers).

## Income statement

Employers who report to us via Single Touch Payroll (STP) don't have to give you a payment summary. Instead, you will get an end-of-year income statement through myGov. Employers need to finalise this information by 14 July.

## Payment summary

If your employer is not reporting to us via STP, they are required to provide you with a payment summary by 14 July (as they do now).

## Using a registered tax agent

Your registered tax agent will still be able to see your income statement or payment summary information.

They will also receive a report with all of your income, tax and super information pre-filled in your income tax return.

## Through myGov

Your year-to-date income, tax and super information is also available to you throughout the year via the ATO app or ATO online services through your myGov account.

Most employers have until 14 July to check their employee's income statement and finalise it for the year. Once it is finalised, your income statement will be marked as 'tax ready' in your myGov account.

We'll send a message to your myGov Inbox when your income statement is tax ready.

Other information is usually pre-filled into your tax return by the end of July. This includes information from health funds, banks and government agencies.

It's important to wait until your income statement is marked 'tax ready' and your other information is pre-filled before you, or your registered tax agent, lodge your tax return.

If you, or your agent, lodges before your income statement is tax ready, or other information has been pre-filled, you will need to remember to add all your income manually. If you need to lodge an amendment, in some cases additional tax and interest may be payable.

To create a myGov account, visit [my.gov.au](https://my.gov.au)

### Through your employer

You will receive either an income statement via myGov or a payment summary from your employer depending on how your employer reports your income, tax and super information.

Your employer should let you know if you will receive an income statement or payment summary. If you have **more than one job**, you may receive both an income statement and a payment summary.

You will need to check that income from your payment summaries is included in your return. This information may be pre-filled for you or you might need to enter it manually.



**This is a general summary only.**

For more information, go to [ato.gov.au/incomestatement](https://ato.gov.au/incomestatement)

If you can't access your information through myGov, contact us on 13 28 61.

