

Salary or wages questionnaire

Taxpayer's name

Tax file number

Year ended

Address

1. Have you got an employment **Income Statement** on your MyGov account (or received a payment summary) for the income year?

YES/NO

If **no**, **Item 1** on the income tax return does not need to be completed.

If **yes**, please provide a list of employers from whom you received payment of salary and wages during the income year.

Employer

Employment period

to

to

2. Have you lost any payment summaries that were sent to you by any of the employer(s) mentioned above?

YES/NO

If **yes**, go to question 3.

If **no**, go to question 4.

3. If you have lost a payment summary, have you obtained a replacement document from your employer that contains the same information as your original payment summary?

YES/NO

If **yes**, please provide a list of the payment summaries that you have lost and the income and tax withheld in relation to that salary and wage income.

Employer

Tax withheld

Salary

If **no**, you should approach your employer for a letter outlining all of the information that was contained on the original payment summary.

(Note an appropriately authorised tax agent can also check the ATO portal for any pre-filled information that may be of assistance)

4. Did you receive any of the following payments/benefits during the income year?

– Allowances **YES/NO**

– Lump sum payments in arrears **YES/NO**

– Reportable fringe benefits **YES/NO**

– Reportable employer superannuation contributions **YES/NO**

– Genuine redundancy or early retirement payment **YES/NO**

– Annual or long service leave on termination **YES/NO**

– Other (specify) **YES/NO**

If you answered yes to any of the payments/benefits in question 4, please provide details of the payments/benefits if they are not disclosed on your payment summaries:

Description of payment

Amount

Taxpayer's salary and wages declaration

- A. I confirm that I have provided information on all salary and wages that I received during the income year, including receipt of allowances and other assessable payments;
- B. My tax agent has explained to me the law as it relates to salary and wages and when these amounts are assessable. I further advise that I understand the explanation provided by my tax agent and understand that if any amounts of salary and wages are omitted from my tax return then penalties may apply; and
- C. I understand that if I have any further queries it is my responsibility to raise them with my tax agent or request a Private Binding Ruling from the ATO.

Signed

Dated