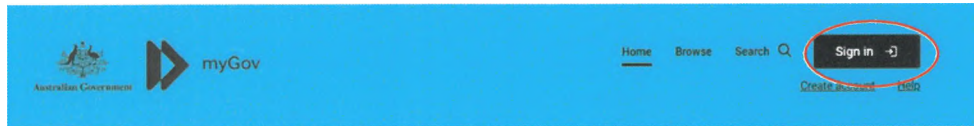


## Instructions to download Notice of Assessment and Income Statements from the Australian Taxation Office

**Step 1:** Visit the MyGov website. The MyGov website can be accessed at <https://my.gov.au/>

**Step 2:** Click the “Sign In” button

*Note: If you do not yet have a MyGov account you will need to create one*



We're here to help

Access government services from one place.

Sign in

**Sign in** or [Create account](#)

If you already have a myGov account, you don't need to create a new one

Find support

Explore what help is available to support you through different stages of your life

[Explore](#)



**Step 3:** Once you click the “Sign In” button, you will be taken to a page where you will sign in using your preferred method:

- Digital ID
- Passkey; or
- Password



[Back](#)

### Sign in with myGov

Choose how to sign in

[Sign in with Digital ID](#)

[Sign in with passkey](#)

[Learn about passkeys](#)

OR

### Use your myGov sign in details

Username or email

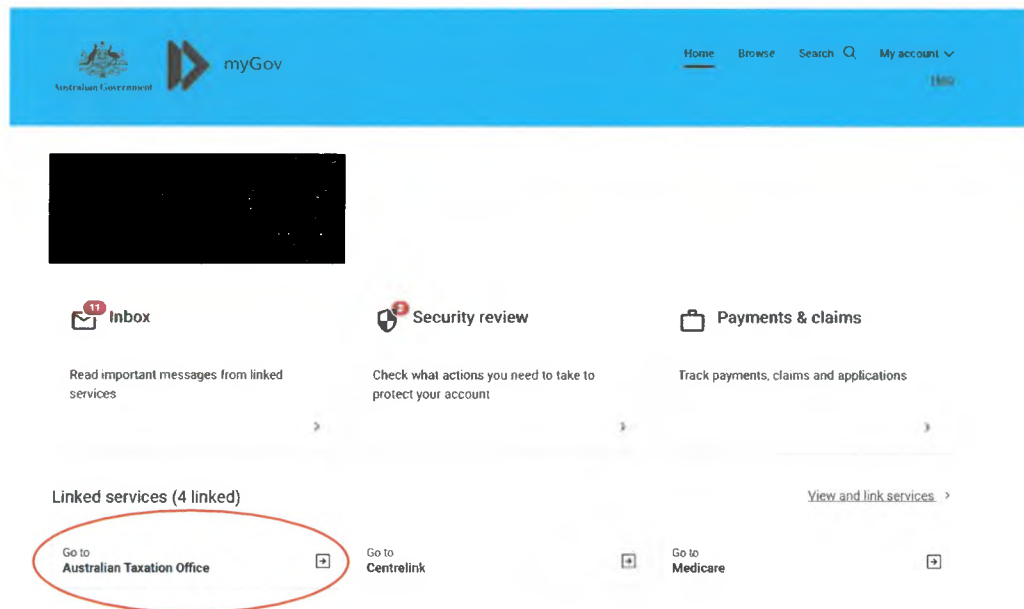
Enter a valid email address, mobile number or myGov username. A valid myGov username is 2 letters, followed by 6 numbers.

[Forgot username](#)

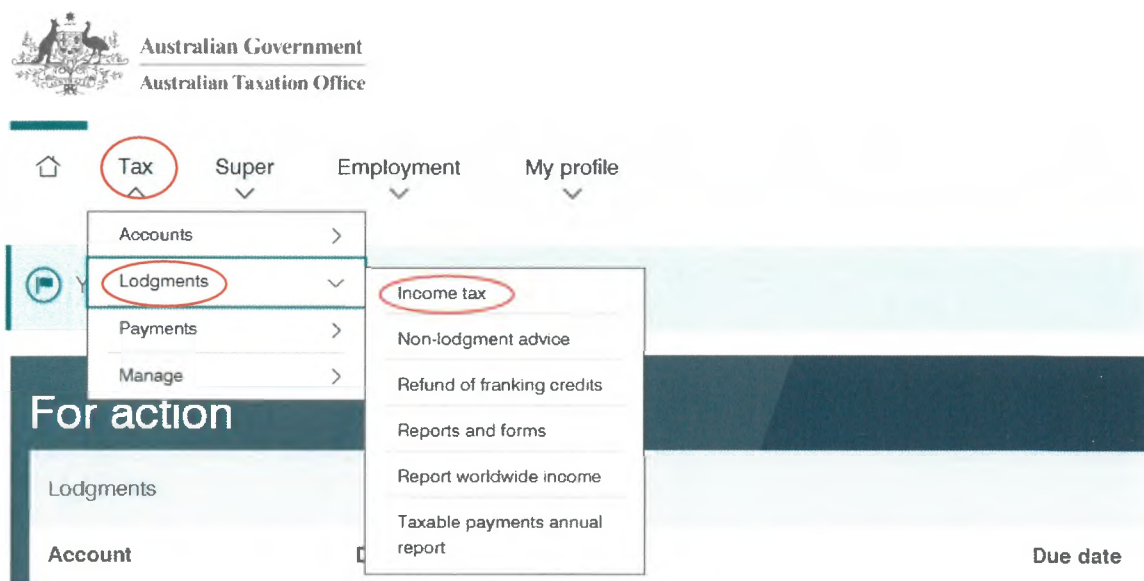
**Step 4:** Once you have signed into MyGov, Press the button under “Linked services” to go to the Australian Taxation Office

*Note: if you have not previously linked the ATO to your MyGov account you will need to do that first. Instructions on how to link the ATO to your MyGov account are available [here](#).*

If you have problems accessing your MyGov account, please visit <https://my.gov.au/en/about/help> or call 132 307



**Step 5:** Once you are on the ATO site, to download your Notice of Assessment, go to Tax in the top left of the page, then select Lodgments and then Income Tax in the drop-down menus



**Step 6:** Once you are on the “Income Tax” page, select History.

**Step 7:** Scroll down to the following tax years:

- a. 2020-21 Individual
- b. 2021-22 Individual
- c. 2023-24 Individual

**Step 8:** For each year, click on the link named “Notice of Assessment”

Australian Government  
Australian Taxation Office

Return to [my ATO](#)

Tax Super Employment My profile

### Income tax

[Not lodged](#) [History](#)

2023-24 Individual [Amend >](#)

[Key definitions](#)

Assessment	Status	Outcome	
Original	Issued		<a href="#">View details</a> <a href="#">Notice of assessment</a>

2022-23 Individual [Amend >](#)

[Key definitions](#)

Assessment	Status	Outcome	
Original	Issued		<a href="#">View details</a> <a href="#">Notice of assessment</a>

**Step 9:** Clicking on “Notice of Assessment” will generate a document. Please save a PDF of this document. You can do this by clicking Print and then in the pop up screen, select “Save as PDF” as the Destination. Please make sure the file name contains your name and the financial year of the document.

**Print**

Total: 4 pages

**Printer**

Save as PDF

**Layout**

☒ Portrait

☐ Landscape

**Pages**

☒ All

☐ Odd pages only

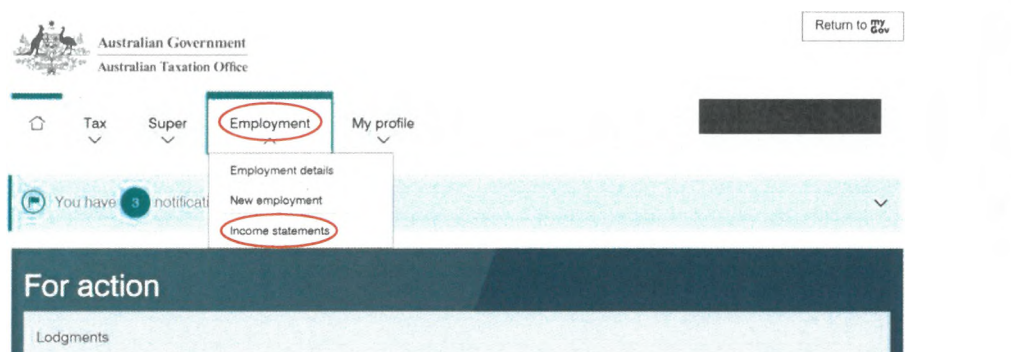
☐ Even pages only

☐ e.g. 1-5, 8, 11-13

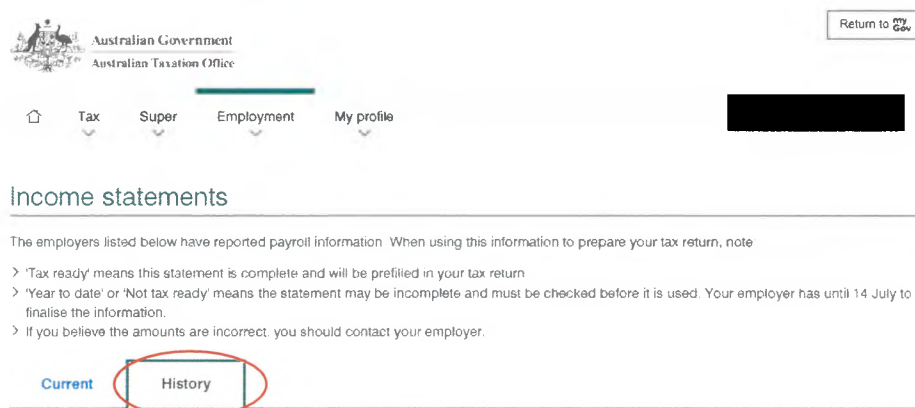
[More settings](#)

**Save** **Cancel**

**Step 10:** Go back to the ATO site. To download your Income Statements, go to Employment in the top left of the page, then select Income Statements.



**Step 11:** Once you are on the “Income Statements” page, select History.



**Step 12:** Scroll down to the following tax years:

- a. 2020-21
- b. 2021-22
- c. 2023-24

**Step 13:** For each listed employer, click on the arrow to expand the section.

2020-21			
Employer		Income	Tax
[Redacted]	Tax ready	[Redacted]	[Redacted] <input checked="" type="checkbox"/>
[Redacted]	Tax ready	[Redacted]	[Redacted] <input type="checkbox"/>
Total		[Redacted]	[Redacted]
2021-22			
Employer		Income	Tax
[Redacted]	Tax ready	[Redacted]	[Redacted] <input type="checkbox"/>
[Redacted]	Tax ready	[Redacted]	[Redacted] <input type="checkbox"/>
[Redacted]	Tax ready	[Redacted]	[Redacted] <input type="checkbox"/>
Total		[Redacted]	[Redacted]

**Step 14:** Scroll down to the button “Print-friendly version”. This will open a document.



Where you have an entitlement to super contributions your employer must pay super into your fund at least quarterly. Check your super fund for payments made by your employer.

 Print-friendly version

**Step 15:** Please save a PDF of this document. You can do this by clicking Print and then in the pop up screen, select “Save as PDF” as the Destination. Please make sure the file name contains the name of the employer and the financial year of the document.

**Step 16:** Repeat steps 11-13 above for every employer you had in the following financial years:

- a. 2020-21
- b. 2021-22
- c. 2023-24

