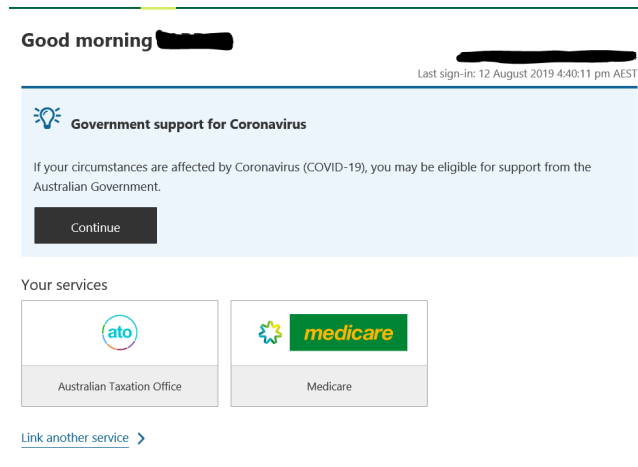


The following process is to assist apprentices to complete the TFN Declaration using their myGov account and the ATO service.

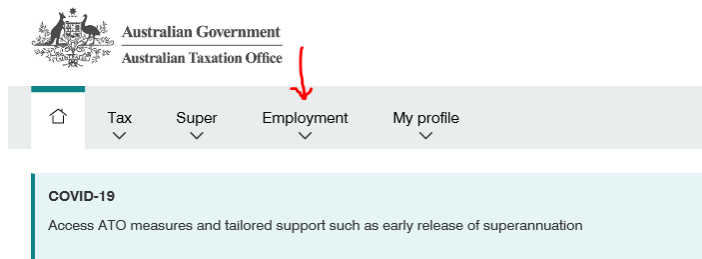
For more information contact [apprenticeships@victorianchamber.com.au](mailto:apprenticeships@victorianchamber.com.au) or call 1300 363 831

1. Log in to your myGov account.



2. Click on ATO listed under 'Your Services'. This will be listed if you have linked the ATO to your myGov account. This will then proceed to take you to the ATO Services website.

3. Click 'Employment', and select new employment.



4. Enter the following:

1. Employer ABN as :12862898150
2. click the magnifying glass
3. Select your current employment status
4. Ensure 'Tax details' is selected
5. Unselect 'Super details'
6. Click start

## New Employment

All fields marked with \* are mandatory.

1 Talk to your employer before completing this form. To learn more visit [Onboarding a new employee?](#)  
You may also use this form to submit updates for employers that are not listed in [Employment details](#).  
To complete this process you'll need to **print a summary** of your employment details to give to your employer.

1 Employer ABN or WPN \*  
12962998150

Employer legal name  
DEPARTMENT OF EDUCATION, SKILLS AND EMPLOYMENT  
ABN/WPN  
12962998150  
If this is not your employer, check the ABN/WPN is correct.

Employer branch ID  
e.g. 001

3 Employment type \*  
 Full time  
 Part time  
 Casual  
 Labour hire  
 Super pension annuity

Select the details you will provide to this employer \*

4  Tax details  
    > TFN declaration  
    > Withholding declaration  
    > Medicare levy variation  
Takes 5-10 minutes to complete

5  Super details  
Your super fund choice  
Takes 5-10 minutes to complete

Cancel

Start

5. The first screen will ask to confirm your personal details.

6. The following screen will ask you to confirm your tax withholding details.

1. *Do you wish to claim the tax-free threshold? If you are currently working with your employer, you most likely have claimed with them. This should then be ticked as no.*

### Question 9

#### Do you want to claim the tax-free threshold from this payer?

The tax-free threshold is the amount of income you can earn each financial year that is not taxed. By claiming the threshold, you reduce the amount of tax that is withheld from your pay during the year.

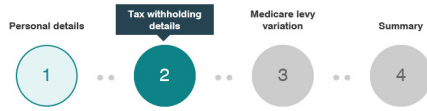
Answer **yes** if you want to claim the tax-free threshold, you are an Australian resident for tax purposes, and one of the following applies:

- you are not currently claiming the tax-free threshold from another payer
- you are currently claiming the tax-free threshold from another payer and your total income from all sources will be less than the tax-free threshold.

Answer **yes** if you are a foreign resident in receipt of an Australian Government pension or allowance.

Answer **no** if none of the above applies or you are a working holiday maker.

2. *Would you like extra tax taken out? No*
3. *Click Next*



## Tax withholding details

All fields marked with \* are mandatory.

### Tax-free threshold

**i** You don't pay tax on the first \$18,200 you earn each financial year. This is called the 'tax-free threshold'.  
 You should [claim the tax-free threshold](#) from the employer if:

- > this is your only employer, **or**
- > this employer pays you the most if you have more than one employer, **or**
- > your income from all sources is less than \$18,200 in total.

I want to claim the tax-free threshold \*

1  Yes  No

### Withholding amount

**i** Some people find that the tax that their employer withholds from their pay is too little, resulting in a tax bill when they lodge their tax return. You can choose for your employer to take more tax out of your pay throughout the year, which will make it more likely that you get a refund when you lodge your tax return.

Would you like this employer to withhold more tax from your pay each pay period? \*

2  Yes  No

## Offsets and rebates

Tax offsets and rebates are special life circumstances which reduce the tax your employer will withhold from your pay.

**i** **Offsets and your tax return**  
 You can still claim offsets on your next tax return even if you do not claim them now.

Select the options that match your circumstances

- Invalid or invalid carer
- Live in a remote area (zone) or serve in overseas forces

7. The next screen will ask if you wish to claim the Medicare Levy. The Department has advised to leave this as 'none of the above'. Click next.



## Medicare levy variation

All fields marked with \* are mandatory.

Your employer withholds an additional 2% of your pay to cover your contribution to the national Medicare levy. In some circumstances, your contribution can also be reduced or increased.

Select the circumstance that best applies to you \*

Exempt from Medicare levy  
 > You are a blind pensioner, **or**  
 > have a Veterans Affairs Gold Card, **or**  
 > a member of a diplomatic mission or consular post in Australia

Liable for Medicare levy surcharge  
 > You do not have private health insurance, **and**  
 > you want this employer to withhold additional tax to cover any Medicare levy surcharge

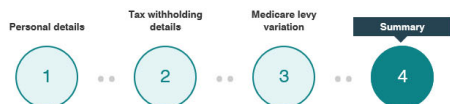
Entitled to Medicare levy reduction  
 Your combined family income is less than  
 > \$48,092 for you and your spouse plus \$4,416 per dependent child, **or**  
 > \$48,092 as a sole parent plus \$4,416 per dependent child

1  None of the above

- This will take you to the final summary screen. You will need to tick the declaration and click finalise. Save the summary and either upload to the claim form or email through with your details to apprenticeships@victorianchamber.com.au

## New Employment

DEPARTMENT OF EDUCATION, SKILLS AND EMPLOYMENT  
12 982 898 150  
Full time employee



## Summary

All fields marked with \* are mandatory.

Employer  
DEPARTMENT OF EDUCATION, SKILLS AND EMPLOYMENT

### Personal details

Name	[REDACTED]
Tax File Number (TFN)	[REDACTED]
Date of birth	[REDACTED]
Residential address	[REDACTED]
Preferred phone number	[REDACTED]
Email	[REDACTED]
Residency status for tax purposes	Australian resident for tax purposes

### Tax withholding and medicare levy variation

Claim tax-free threshold	No
Additional withholding amount	\$0
Medicare levy variation	No variation

### Declaration

The information I have provided is true and correct.

**Privacy:** For important information about your privacy see our [Privacy Notice](#).

- Tick this box to sign this declaration with the identification details you used to log-in \*

Back Cancel

2 Finalise

## Detailed process:

- Complete a pre-filled form through ATO Online services linked to myGov

To complete a pre-filled form through ATO online services linked to myGov, the following steps should be followed by an Australian Apprentice:

- Have a myGov account which is linked to ATO online services.
- Log into ATO online services and select 'new employment' in the menu.
- Select the information that will be shared with the department:
  - there are two options: *Tax details* and/or *Super details*;
  - only Tax details should be selected by the Australian Apprentice.
- The following information is required to start the online form:

- Employer ABN: this is the ABN for the Department of Education, Skills and Employment – 12 862 898 150;
  - Employment type: this should be answered *full-time* or *part-time* based on whether the Australian Apprenticeship is being undertaken on a full-time or part-time basis.
5. The form will pre-fill the TFN and contact details. The Australian Apprentice should ensure these details are correct and edit if required.
  6. Answer the remaining questions. These are essentially the same as the questions on the *Tax File Number Declaration Form*. Further instructions about how to correctly answer these questions is available on the [Tax file number declaration \(NAT 3092, PDF, 402KB\)](#).
    - The question regarding the Medicare Levy should be answered as none of the above. The Medicare Levy has been factored into the applicable withholding rates for the AISS payments to Australian Apprentices.
  7. When the form is complete, a PDF summary is generated. Save this form.
  8. Provide a copy of the PDF summary to your AASN provider in one of the following ways, and keep a copy for your records:
    - Attach as a supporting document on the 'Enter Claim Details' screen on the AISS Apprentice Smartform;
    - Email to the AASN provider; [apprenticeships@victorianchamber.com.au](mailto:apprenticeships@victorianchamber.com.au)