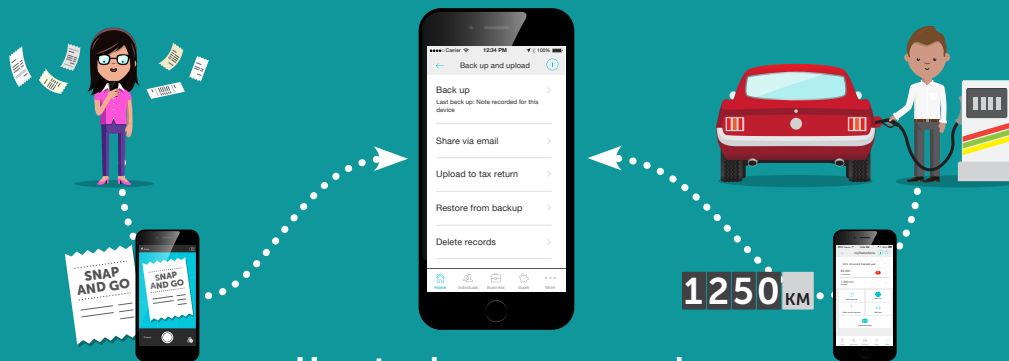


# This tax time, you can easily share your records with your tax agent using the ATO App's myDeductions tool



## How to share your records with your tax agent

### Option 1

#### Share your data via email

You can email a file from myDeductions to your agent. This file contains your income and expense data. A spreadsheet is automatically created for you. **Your photos are not included with this option.**

To email your data to your agent:

- select **Settings**
- select **Share via email**
- select one or more financial years to share
- select **Share data via email**. This opens an email for you to add your tax agent's email address. Press send and you're done.

### Option 2

#### Share your data and photos from your cloud back-up via email

You can email your back-up file from iCloud or Google Drive. This contains a spreadsheet of your records as well as the photos of your invoices and receipts.

To email your data and photos to your agent:

- connect the ATO app to iCloud (Apple) or Google Drive (Android). Follow the prompts in myDeductions to set it up
- select **Back up** on the main myDeductions screen (top left)
- select **'Back up to your iCloud/Google Drive'**
- go to your iCloud/Google Drive and select **Share/Send a copy of your myDeductions back-up file**. Select the option you want to use eg email or other file sharing service. Press send and you're done.

### Option 3

#### Share your data and photos from another back-up location

If you've backed up your data somewhere other than iCloud or Google Drive, you can still send it to your agent from myDeductions.

To share your data and photos from another back-up location:

- select **Back up** on the main myDeductions screen (top left)
- select **Or back-up to another location** link. This creates a zip file of:
  - your photos
  - a spreadsheet of your expenses
  - a non-human readable file for importing your data and photos back into the tool
  - a text file with import instructions.
- follow the prompts for your options to share the file eg email or another file sharing service. Press send and you're done.



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