



Help for your first tax time

English

New to Australia? The Australian Taxation Office (ATO) can help you with your first tax time.

Who needs to lodge a tax return?

Most people need to complete a tax return and lodge it with the ATO every year.

Why do I need to lodge a tax return?

The ATO needs to know how much money you earned (income) during the financial year and what deductions you can claim. This information tells them whether you need to pay extra tax (a tax bill) or you need to get money back (a tax refund).

A financial year is from 1 July to 30 June.

When do I need to lodge my tax return?

If you're doing your own tax return, you need to lodge it by 31 October every year.

If a registered tax agent is helping you with your tax return you need to start working with them before 31 October.

How can I lodge my tax return?

If you're doing your own tax return you can lodge it online using myTax.

If you're using a registered tax agent you should make an appointment to talk with them.

What information do I need to lodge my tax return?

You'll need your:

- tax file number (TFN)
- bank account details in case you're owed money back
- income – to prove any money you made
 - income statements from all your employers
 - payment summaries from Centrelink

- deductions and expenses – to prove any deductions you're claiming
 - receipts for work-related expenses, donations or gifts

If you're lodging your tax return online using myTax, you'll need your myGov user ID and password. If you don't have a myGov account, you can set one up and link to the ATO at my.gov.au (in English).

Employers, banks and other businesses give the ATO details about the people they work with. If you wait until late July the ATO includes these details in your tax return for you. This makes lodging your tax return quicker and easier.

What income do I need to include?

You must include all the income you receive during the financial year. That means money you have earned from all your jobs, including:

- full time
- part time
- casual or odd jobs
- self-employment
- cash jobs.

You must also include money you earned in other ways, including:

- interest from bank accounts
- government payments (e.g. from Centrelink)
- owning a rental property
- overseas investments
- share market dividends.

No matter how you earn it, remember to include it in your tax return.

What deductions can I claim?

You can claim deductions for some expenses related to your job. Common deductions include:

- vehicle and travel expenses
- clothing, laundry and dry-cleaning
- home office expenses
- self-education expenses
- tools and equipment.

You can find out more about deductions you can claim on the ATO website at ato.gov.au/deductions (in English).

Disclaimer: This information is a general summary only and was current at 2 June 2020.

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You must be able to show records, for example receipts, for any deductions you claim. You need to keep these records for at least five years. The ATO may ask you to show these records at any time.

Where to get help

For more information, visit the ATO website at ato.gov.au/otherlanguages.

You can also talk to a registered tax agent for help.

Resources (in English)

- [What is income?](#)
- [Deductions you can claim](#)
- [Lodging your tax return](#)
- [Finding a registered tax agent](#)
- [Records you need to keep](#)

Meanings of tax words

- *Tax return* – A form you fill in each year and send to the ATO. On the form you tell the ATO how much money you earned and how much tax you have already paid.
- *Deduction* – Sometimes you need to buy things (like tools or special clothing) to help you do your job. The cost of some of these things can be used to reduce how much tax you pay. This is called a deduction.
- *Income* – The amount of money you earn from work, investments or selling assets.
- *Tax agent* – A person or business that you pay to manage your tax and super.