



Good record keeping makes tax time easier

English

Australia's tax system is based on self-assessment. This means you're responsible for the information included in your tax return, like your income and deductions, even if you use a tax agent.

Keeping accurate and organised records during the year can help make lodging your tax return quicker and easier. Good records help you and your tax agent to:

- prepare your tax return
- provide evidence of your income and expenses
- claim deductions.

Tips for keeping good tax records

- keep records from the start of the financial year, so you don't forget any income or deductions
- keep receipts for all the deductions you want to include on your tax return, like [work-related expenses](#), donations, or gifts
- store your records in a safe place
- use the [myDeductions](#) tool in the [ATO app](#) to take photos of your invoices or receipts
- it's better to keep too many records, than not enough.

Important: You need to keep your tax records for at least five years. The ATO may ask you to show these at any time.

It's a good time to start

Now is a good time to organise how you'll keep your records for next tax time. By keeping records as you go, it'll help you keep up to date with your tax and save time doing your tax return.

If you haven't lodged your tax return this year, it's not too late. It's important you lodge or contact the ATO as soon as possible. If you're doing your own tax return, you can still lodge online using myTax. If you're using a registered tax agent, contact them for help.

Where to get help

- [Tax time resources](#) in languages other than English
- [Records you need to keep](#)
- [Lodging your tax return](#)