

How to Give QTAC Your Income Tax Return and Notice of Assessment

When are Tax Documents Required as Evidence of Financial Hardship?

Tax documents are needed when no one in your household is currently receiving an eligible Centrelink benefit at the maximum rate.

If anyone in your household receives the maximum rate of an income and asset tested Centrelink Benefit (not Family Tax Benefit), then you only need to provide proof of the Centrelink benefit. Tax Documents are not required.

What tax documents are required?

Most people need to supply QTAC with:

- A completed [Financial Hardship cover sheet](#)
- A Detailed Income and Assets Statement from Centrelink for anyone in your household who receives a benefit
- An Income Tax Return for the most recent financial year for each household member earning above the tax-free threshold
- A Notice of Assessment for the most recent financial year for each household member earning above the tax-free threshold

Remember the Income Tax Return and Notice of Assessment are different documents.

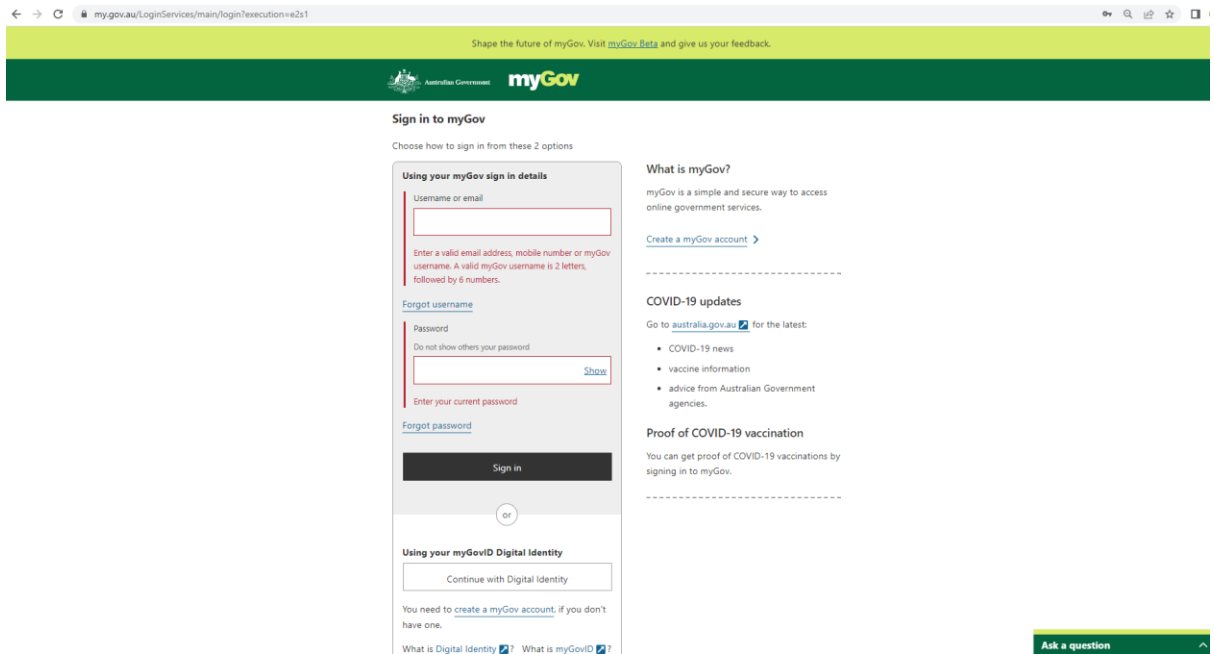
The Income Tax Return is the document the taxpayer or their accountant prepare and submit to the Australian Taxation Office. QTAC needs this as evidence of gross income from all sources.

The Notice of Assessment is the document the Australian Taxation Office prepares and sends to the taxpayer once assessment has been completed. QTAC needs this as evidence that the Income Tax Return was lodged and assessed.

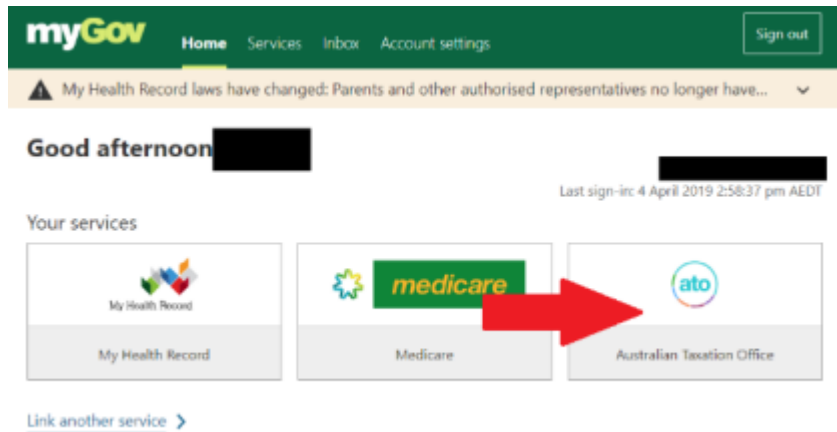
Both the Income Tax Return and Notice of Assessment are required to assess your application for EAS Financial Hardship.

How to Download Your Income Tax Return and Notice of Assessment from MyGov

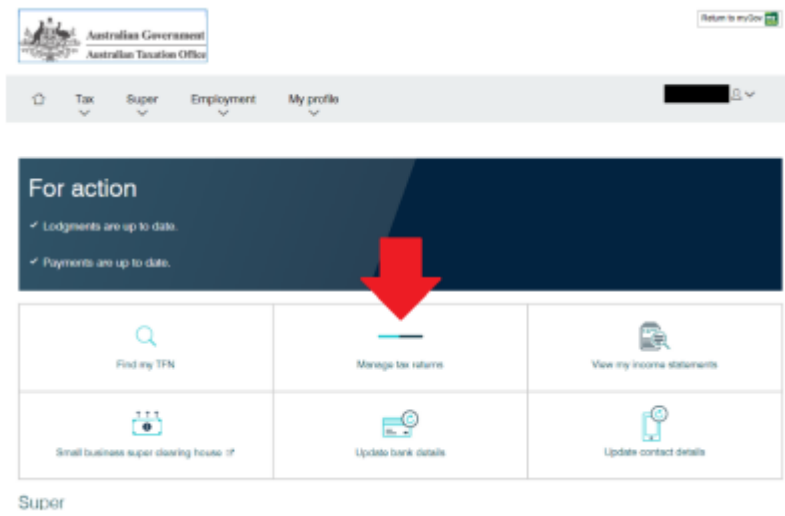
1. To download tax documents, open a web browser and go to <https://my.gov.au/>



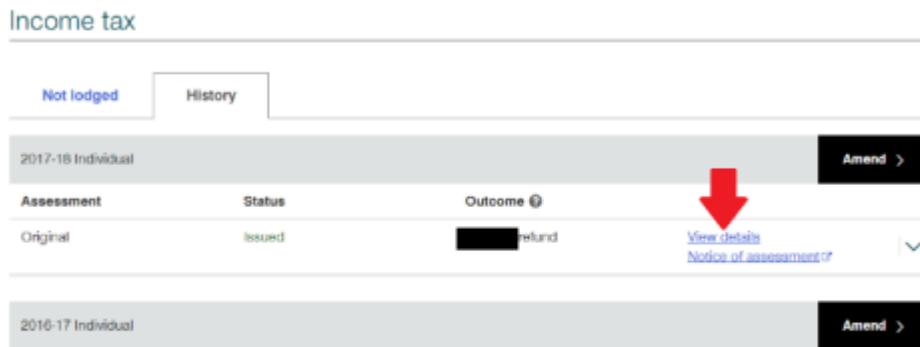
2. Log into MyGov with your username and password and go to the ATO section.



3. Click on Manage tax returns



4. Click on view details from the ATO History section of the MyGov portal.



5. This screen will be displayed.

The screenshot shows the Australian Taxation Office myTax interface. At the top, there is the Australian Government logo and the text 'Australian Taxation Office'. A 'Return to myGov' button is in the top right. Below this is a navigation bar with 'Tax', 'Super', 'Employment', and 'My profile' tabs. The 'myTax' logo is prominently displayed. The main heading is 'View income tax return 2017-18'. Below this, it states 'The details of your 2017-18 individual tax return are displayed below.' and 'Australian resident for tax purposes'. There are two main sections: 'Payment summaries' and 'Interest', each with a 'View >' button. The 'Payment summaries' section shows 'Occupation where you earned most income' as 'QUEENSLAND TERTIARY ADMISSIONS CENTRE LTD' and lists 'Salary, wages, allowances, tips, bonuses etc.' with columns for 'Income' and 'Tax withheld'. The 'Interest' section also lists 'Income' and 'Tax withheld'.

6. Scroll to bottom until you see the print button

The screenshot shows the bottom of the Australian Taxation Office myTax interface. It includes sections for 'Medicare levy exemption or reduction' (None), 'Medicare levy surcharge' (Not liable for Medicare levy surcharge), and 'Private health insurance policies'. It also shows 'Tax claim code A' and 'You have no dependants'. Below this, it asks 'How did you complete this tax return?' with 'Prepared myself' selected, and 'Will you need to lodge an Australian tax return in future years?' with 'Yes' selected. At the bottom, there are two buttons: 'Print or Save' and 'Amend return'. A large red arrow points to the 'Print or Save' button.

7. Your Tax Return will look like this – please submit all pages for assessment.



 **CUSTOMER COPY ONLY**
Cannot be used for lodging your tax return

2017-18 tax return

ATO receipt number
Tax file number
Name
Date of birth
Current residential address
Current postal address

Taxable income
Were you an Australian resident for tax purposes from 1 July 2017 to 30 June 2018?
Will you need to lodge an Australian tax return in future years?



Payment summaries


Occupation where you earned most income

Salary, wages, allowances, tips, bonuses etc. Amount

Payer –
ABN or WFN –
Tax withheld –
Gross payments
Total allowances including commissions, director's fees, bonuses, tips or

8. Return to the lodgement summary screen and click on Notice of Assessment.



 Return to myGov 


Home Tax Super Employment My profile [Redacted] 

Income tax

Not lodged History

2020-21 Individual Amend >

Assessment	Status	Outcome 	
Original	Issued	[Redacted] refund	View details Notice of assessment 



9. The Notice of Assessment looks like this.



Australian Government
Australian Taxation Office

Name & Address

Tax period ending 30 June 2018
Tax file number TFN
Date of issue 02 October 2018
Our reference REF Number
Internet: www.ato.gov.au Phone enquiries: 13 28 61

Notice of assessment - year ended 30 June 20XX

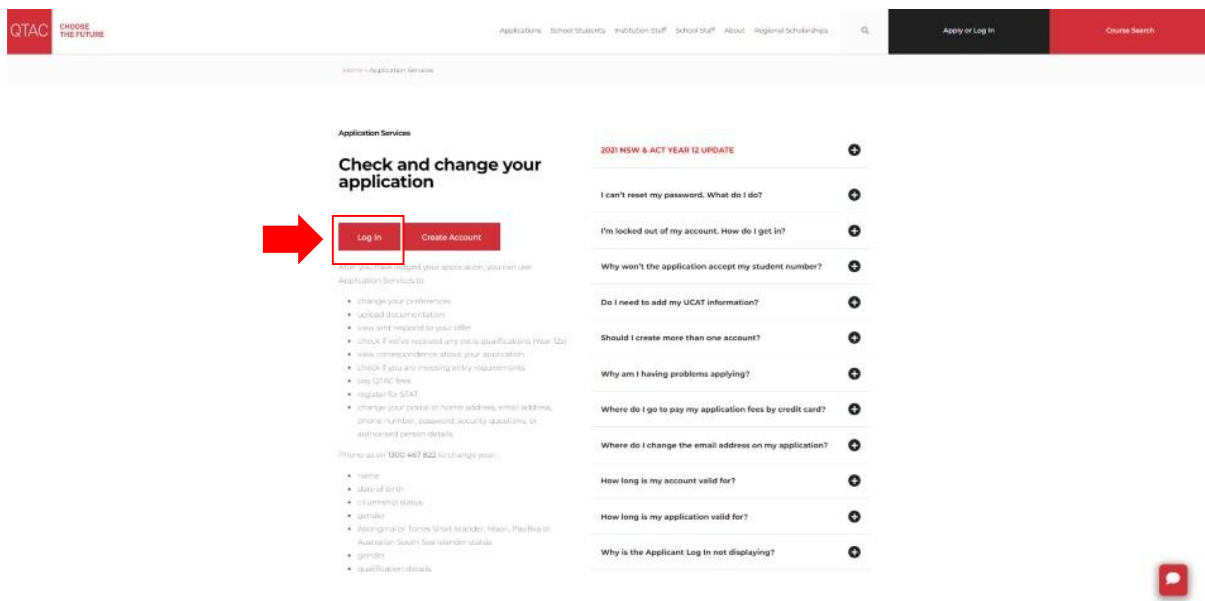
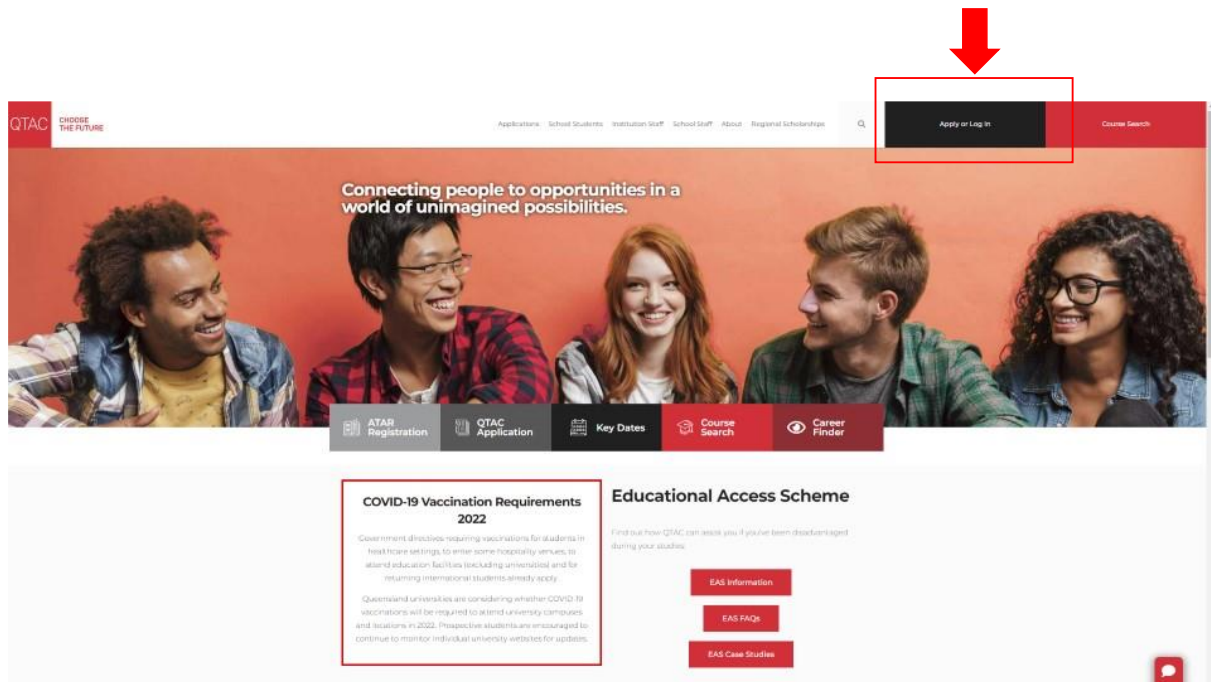
Income Tax Assessment Act 1936 and Income Tax Assessment Act 1997

Description	Debits \$	Credits \$
Your taxable income is		
Tax on your taxable or net income		
Less refundable tax offsets		
Franking credit offset		
Assessed tax payable		
Plus other liabilities		
Medicare levy		
Less tax offset refunds		
Less Pay as you go (PAYG) credits and other entitlements		
PAYG withholding (eg tax deducted by your employer or bank)		
Result of this notice		

Outcome of this notice

! Your refund has been forwarded to your nominated financial institution.

10. Upload both the Income Tax Return and Notice of Assessment to your QTAC EAS Financial Hardship application via applicant online services: <https://www.qtac.edu.au/application-services/> . You can also email to documents@qtac.edu.au



11. Check your QTAC application and associated email address regularly in case the EAS assessors contact you for more information.