



Australian  
National  
University



# Mytax walkthrough

# How to submit your tax return online by walking through the most commonly filled out mytax sections

This will just be a simple guide on how to lodge your tax return from 2024-25. Your situation may be different.

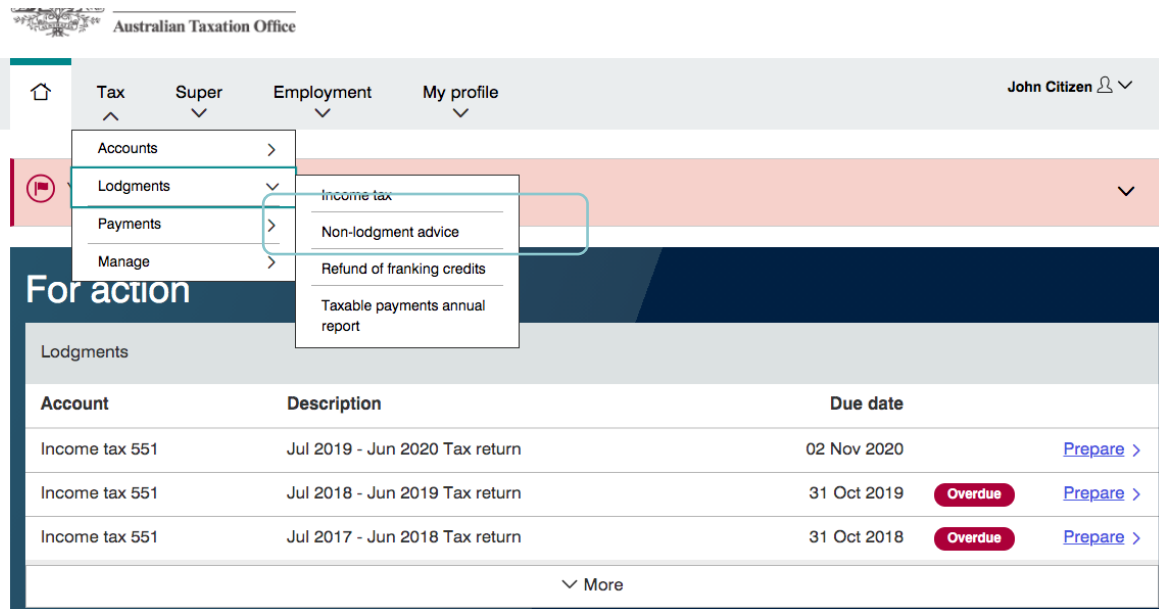
If you need more specific information, please book in a free session at the ANU Tax Clinic

For a paper form, click the [link](#) for more information, and [contact the ATO](#).

# I have not filled out my prior year tax returns. What do I do?

- You should lodge a tax return for every year.
- There are many reasons why you do need to lodge a tax return, and only if you do not satisfy the conditions for not needing to lodge, should you submit a non-lodgement advice. One condition, which is often overlooked, is if a client is in business (ie. working under an ABN). In this case, no matter how little income is earned, or it could even be a loss – a tax return must be lodged.
- If you are unsure if you need to lodge a tax return for this year, please Google 'QC21505' as it guides you through this process.

# I have not filled out my prior year tax returns. What do I do?



Australian Taxation Office

John Citizen

Accounts >  
Lodgments >  
Payments >  
Manage >

Income tax  
Non-lodgment advice  
Refund of franking credits  
Taxable payments annual report

**For action**

Lodgments

| Account        | Description                    | Due date    |   |
|----------------|--------------------------------|-------------|---|
| Income tax 551 | Jul 2019 - Jun 2020 Tax return | 02 Nov 2020 | <a href="#">Prepare &gt;</a>                |
| Income tax 551 | Jul 2018 - Jun 2019 Tax return | 31 Oct 2019 | <b>Overdue</b> <a href="#">Prepare &gt;</a> |
| Income tax 551 | Jul 2017 - Jun 2018 Tax return | 31 Oct 2018 | <b>Overdue</b> <a href="#">Prepare &gt;</a> |

[More](#)

**When you have logged into your tax account through MyGov – go to 'Tax', 'Lodgements', and 'Non-lodgement advice'.**

**Source:**

<https://onlineservicessimulator.ato.gov.au/home.aspx>

# I have not filled out my prior year tax returns. What do I do?

## Non-lodgment advice

All fields marked with \* are mandatory.

To work out whether you need to lodge you can use the [Do I need to lodge a tax return? <?>](#) tool for the relevant year.

! There are specific lodgment requirements for liable and/or recipient parents under a child support assessment. For the 2000 to 2007 years all liable parents are required to lodge an income tax return. For all years from 2008 onwards both liable and recipient parents under a child support assessment are required to lodge an income tax return unless the total of all relevant income was less than the applicable threshold for each income year and they were in receipt of specific Australian government pensions, allowances or payments for the whole of the income year. To determine the relevant income types and thresholds refer to [Do I need to lodge a tax return? <?>](#).

If you do not need to lodge, you may still need to provide your income details to child support to ensure an accurate assessment.

> [Self service options for Child Support <?>](#)

Select the relevant financial year/s to submit non-lodgment advice/s: \*

2 of 7 selected

Financial year

2013 - 14

2014 - 15

I do not need to lodge future income tax returns.

## Declaration

> I declare that the information I have given on this non-lodgment advice is true and correct.

> I am aware there are penalties for [false and misleading statements <?>](#).

**Privacy:** For important information about your privacy and collecting your TFN see our [privacy notice <?>](#).

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

**Choose the years you wish to submit a non-lodgement advice.**

**Source:** <https://onlineservicessimulator.ato.gov.au/hydro.aspx?spa=NonLodgmentAdviceV2>

**Once selected, tick the declaration box and press submit. No further action is required.**

<https://onlineservicessimulator.ato.gov.au/hydro.aspx?spa=NonLodgmentAdviceV2>

Cancel

Submit



# How to lodge your tax return

**Click prepare**

Australian Government  
Australian Taxation Office

Choose new scenario

Home Tax Super Employment My profile John Citizen

### For action

Lodgments

| Account        | Description                    | Due date    |   |
|----------------|--------------------------------|-------------|---|
| Income tax 551 | Jul 2024 - Jun 2025 Tax return | 31 Oct 2025 | <a href="#">Prepare &gt;</a>                |
| Income tax 551 | Jul 2023 - Jun 2024 Tax return | 31 Oct 2024 | <b>Overdue</b> <a href="#">Prepare &gt;</a> |
| Income tax 551 | Jul 2022 - Jun 2023 Tax return | 31 Oct 2023 | <b>Overdue</b> <a href="#">Prepare &gt;</a> |

More

✓ Payments are up to date.

**Source:**

<https://onlineservicesimulator.ato.gov.au/home.aspx>



# Walkthrough – page 1

Source: <https://onlineservicessimulator.ato.gov.au/Individual/MyTax2024#contactdetails>

The screenshot shows the 'myTax' interface with a progress bar at the top indicating four steps: 1. Contact details (active), 2. Financial institution details, 3. Personalise return, and 4. Prepare return. Below the progress bar is the heading 'Are your contact details up to date?' followed by a note: 'All fields marked with \* are mandatory.' A blue information icon and text state: 'Check your contact details below. It is important we have your current contact details to resolve any questions and process your return quickly. You should also update your contact details at: > myGov Update your details for myGov member services > myGov Account settings to receive myGov security codes (to sign in to myGov) and myGov Inbox notifications.' The form is divided into three sections: 'Phone and email' with fields for 'Email' (EMAIL8000@FAKEMAILING.COM.AU) and 'Mobile phone' (0491570156), both with 'Edit' buttons; 'Residential address' with 'Current address' (941 BROOKE ST, SYDNEY NSW 2001, AUSTRALIA) and an 'Edit' button; and 'Postal address' with the same 'Current address' and an 'Edit' button. At the bottom are 'Cancel' and 'Next' buttons.

First page should just be updating your contact details. These contact details contain your phone, email, residential address, and postal address.

# Walkthrough – page 2

myTax



Are your financial institution details up to date?

All fields marked with \* are mandatory.

Privacy: For important information about your privacy visit our [privacy notice](#).

**Check your financial institution details below**

It is important you provide your correct financial institution details as we will pay any tax refund to this account.

Income tax 551

Account name

JOHN CITIZEN

BSB

064406

Account number

014847123

Institution name

BIG BANK

Edit

Back

Next

The second page concerns your financial institution / bank provider. If you are eligible for a tax refund then this refund will be deposited into this bank account.

The bank account has to be an Australian bank account.

# Walkthrough – page 3 Personalising your tax return



## Personalise your 2024-25 return

Were you an Australian resident for tax purposes from 1 July 2024 to 30 June 2025?

> visit [residency status for tax purposes](#) to learn more

Yes     No

Did you have a spouse at any time between 1 July 2024 and 30 June 2025?

Yes     No

Personalising your tax return is situational and wholly dependent on your circumstances. Because this is just a simple guide, we are only going through the most commonly filled out sections.

We are going to assume you are an Australian resident between 1 July 2024 to 30 June 2025. There is a link for more information.

We are also going to assume you are single. If you have a partner or spouse, you will have to declare their income in addition to yours in page 4 'Prepare return'.

**Source:**  
<https://onlineservicessimulator.ato.gov.au/Individual/MyTax2024#personalise>



You received salary, wages or other income on an income statement/payment summary, Australian Government payments, or First home super saver (FHSS) scheme payment

Salary, wages, allowances, tips, bonuses etc. (including lump sum A, B, D or E payments)

Australian Government payments such as JobSeeker, Newstart, Youth Allowance, Austudy, pensions etc.

Employment termination payments (ETP)

Foreign employment income (on an income statement/payment summary)

Attributed personal services income (on a payment summary)

First home super saver (FHSS) scheme

You had income from Australian superannuation or annuity funds

You had Australian interest, or other Australian income or losses from investments or property  
 > visit [Australian interest or other Australian income or losses from investments or property](#) to learn more

Interest

Dividends

Rent (Australian properties)

Managed fund distributions (including where distribution includes capital gains and foreign income)

Capital gains or losses that are not from a managed fund

If you earn a salary or wage from work, this box should be ticked.

If you receive Australian Government payments, this box should be ticked.

These should automatically be prefilled for you if they apply to you

If you have money in a bank account/term deposit that is receiving interest, this box should be ticked.


If you should be receiving dividend income, and this box should be ticked.


If you have noticed that some boxes have not been ticked and they should have been ticked – you should manually tick them yourself.

If you have received foreign income, capital gains, rental income or scholarship monies and are uncertain about where to place them in your return – please book an appointment with us.

You were a sole trader or had business income or losses, partnership or trust distributions (not from a managed fund)

Business/Sole trader income or loss

 Make a selection to include Personal services income or Business income or loss. This will affect how you complete your tax return. To learn more, visit:  
> [Personal services income](#) (includes a video tutorial on how to include a labour hire payment)  
> [Business income or loss](#)  
Alternatively, use the Personal services income decision tool.

 Use the [personal services income decision tool](#)

Personal services income

Business income or loss

Partnerships

Trusts

Net farm management deposits or repayments

You had foreign income

You had other income not listed above (including employee share schemes)  
> visit [all other income](#) to learn more

You had deductions you want to claim

Work-related expenses - You must have an income statement/payment summary for salary and wages, or foreign employment income

Gifts, donations, interest, dividends, and the cost of managing your tax affairs

Income protection, sickness and accident insurance premiums

Other deductions

**If you are a sole trader / have an ABN you should be ticking this section.**

**We will not be going through this section in this walkthrough. If you require some assistance, please make an appointment with us.**

**Unsure if your business has PSI or business income? You can Google 'QC 47696', click the first option, go to 'Next steps', then click 'Personal Services income tool'.**

**When you tick that you have earned salaries and wages (such as page 11) then the deductions box should be automatically ticked. If not, you can tick them anyway if you have deductions you want to submit. Again, we will only be going through the most common deductions categories.**

**Source: <https://onlineservice simulator.ato.gov.au/Individual/MyTax2024#personalise>**



**i** **Sharing economy**

Income you earn through the sharing economy using a digital platform (such as a website or an app) is assessable and needs to be included in your income tax return. Visit [sharing economy](#) to learn more, including where you show this income in myTax.

**i** **Cash income**

Don't forget, even if you are paid in cash for your services you must declare this as income when you lodge your tax return. Visit [cash income](#) to learn more.

Certain items, like Medicare and Private health insurance, will be automatically included at Step 4: Prepare return. Also, the low income tax offset and the low and middle income tax offset will be automatically calculated from information in your return.

Visit [Can't see an item to select?](#) to learn more.

Back

Cancel

Next

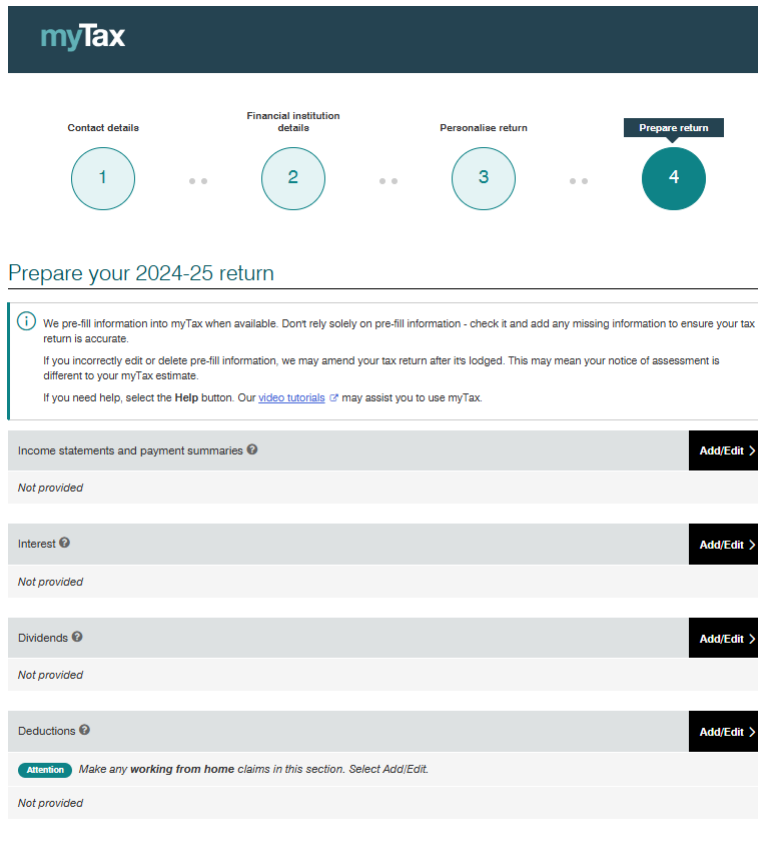
**Source:**

<https://onlineservicesimulator.ato.gov.au/Individual/MyTax2024#personalise>

**We have ticked the most commonly filled out sections – click ‘Next’ to prepare your return.**

# Walkthrough - page 4. filling out your personalised return.

## Part 1: income



| Taxable income | Credit/Tax withheld |
|----------------|---------------------|
| \$0.00         | \$0.00              |

On this page, information should be pre-filled in multiple sections. Not all information will be pre-filled, so we manually fill out each section. To start, press 'Add/Edit' starting with Income statements and payment summaries.

The next slide will provide an example of what a pre-filled return may look like.

**i** We pre-fill information into myTax as it becomes available. You shouldn't rely solely on pre-filled information. Please check all the information and add any missing information to ensure your tax return is accurate.  
If you need help, select the **Help** button. Our [video tutorials](#) may assist you to use myTax.

Income statements and payment summaries **?** **Add/Edit >**

Occupation where you earned most income  
RECEPTIONIST

|  | Income      | Tax withheld |
|--|-------------|--------------|
| <b>Salary, wages, allowances, tips, bonuses etc.</b>                                 |             |              |
| Australian National University   | \$10,000.00 | \$1,000.00   |
| <b>Australian Government payments such as JobSeeker, Youth Allowance and Austudy</b> |             |              |
| Youth Allowance  | \$1,000.00  | \$0.00       |

Interest **?** **Add/Edit >**

|                                | Income   | Tax withheld |
|--------------------------------|----------|--------------|
| Commonwealth Bank of Australia | \$100.00 | \$0.00       |

Dividends **?** **Add/Edit >**

|                  | Income   | Credit/Tax withheld |
|------------------|----------|---------------------|
| Coca Cola Amatil | \$700.00 | \$200.00            |

Deductions **?** **Add/Edit >**

**Attention** Make any **working from home** claims in this section. Select Add/Edit.

Not provided

| Taxable income | Credit/Tax withheld |
|----------------|---------------------|
| \$11,800.00    | \$1,200.00          |

**Pre-filed information may look like this.**

**If you find any information incorrect or want to review the details, press 'Add/Edit' in the relevant section.**

**The following slides will go through how to fill in the information shown in the picture one by one.**



## Income statements and payment summaries

All fields marked with \* are mandatory.

Check the information below and add any missing income statements/payment summaries. If the income statement/payment summary type is not listed, go back to Personalise return screen and choose the relevant type.

Use our [online help](#) to assist you with completing the Income statement and payment summaries section in myTax.

Occupation where you earned most income

Search occupations

Salary, wages, allowances, tips, bonuses etc.

Add

Not provided

Australian Government payments such as JobSeeker, Youth Allowance and Austudy

Add

Not provided

Australian Government payments such as pensions and carer payments

Add

Not provided

Australian Government special payments

Add

Not provided

Total \$0.00 \$0.00

Cancel

Save and continue

**When filling out your income, most of this should already be prefilled for you if you are working under an employer.**

**This is because the ATO has made single touch payroll (STP) mandatory for all employers – which means that all business activity containing employees is reported online to the ATO.**

**Source:**  
<https://onlineservicessimulator.ato.gov.au/Individual/MyTax2024#paymentssummariesroot>



# Salary/wages

## Income statements and payment summaries

All fields marked with \* are mandatory.

Check the information below and add any missing income statements/payment summaries. If the income statement/payment summary type is not listed, go back to Personalise return screen and choose the relevant type.

Use our [online help](#) to assist you with completing the income statement and payment summary section in myTax.

Occupation where you earned most income \*

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

| Payer's name                   | Income      | Tax withheld |
|--------------------------------|-------------|--------------|
| Australian National University | \$10,000.00 | \$1,000.00   |

Payer's name

Payer's ABN or WPN \*

Tax withheld \$ .00

Gross payments \$ .00

Did you earn this income while you were in Australia and held a Working Holiday visa (subclass 417), Work and Holiday visa (subclass 462) or a COVID-19 pandemic event 408 visa (granted to allow you to remain in Australia following the expiry of your 417 or 462 visa)?  Yes  No

Total allowances including commissions, director's fees, bonuses, tips or consultation fees etc. \$ .00

Community Development Employment Project (CDEP) \$ .00

Reportable fringe benefits \$ .00

Reportable employer superannuation contributions \$ .00

Workplace giving \$ .00

Union or professional association fees \$ .00

Lump sum A \$ .00

Search for your occupation, it will provide dropdown options.

If this section is not filled, your employer should have provided you with a PAYG payment summary, which can be in paper copy or by email. This PAYG payment summary contains all the relevant details to fill out the salary/wages section

If you are unsure of your company's ABN, it will be contained in the PAYG summary, or you can use [ABN Lookup](#) in the hyperlink provided (make sure there are no spaces when filling out your ABN)

If you have a reportable employer superannuation contribution via salary sacrifice, it will be shown here.

In this example, no further information was filled in.

# Australian government payments

Australian Government payments such as JobSeeker, Youth Allowance and Austudy Add

| Benefit description | Income     | Tax withheld |
|---------------------|------------|--------------|
| Youth Allowance     | \$1,000.00 | \$0.00       |

Benefit description  
Youth Allowance

Tax withheld  
\$ .00

Taxable amount  
\$ 1000 .00

Remote area allowance  
\$ .00

Delete Cancel Save

**This area should generally be pre-filled**



**The benefit description would be, for example, 'Youth Allowance'.**

**Place the money you earned in 'taxable amount'.**

**Source:**

<https://onlineservicessimulator.ato.gov.au/Individual/MyTax2024#paymentsummariesroot>

Leave these sections if they are not applicable to you, and press 'Save and Continue'.

| Australian Government payments such as JobSeeker, Youth Allowance and Austudy |            |              | Add  |
|---|------------|--------------|---|
| Benefit description   | Income     | Tax withheld |   |
| Youth Allowance   | \$1,000.00 | \$0.00       |      |

Benefit description

Tax withheld

Taxable amount

Remote area allowance

Source: <https://onlineservicesimulator.ato.gov.au/Individual/MyTax2024#paymentssummariesroot>

# Interest

## Interest

All fields marked with \* are mandatory.

Check the information below and add any missing interest.

| Description                    | Your share of total interest | Your share of TFN amounts withheld |
|--------------------------------|------------------------------|------------------------------------|
| Commonwealth Bank of Australia | \$100.00                     | \$0.00                             |

Financial institution  
Commonwealth Bank of Australia

Account number

Number of account holders \*

1

Total gross interest  
\$ 100.00

Total TFN amounts withheld  
\$

Delete Cancel Save

---

Total \$100.00 \$0.00

Cancel Save and continue

You should fill in your bank account number here.

The answer may vary if you have a joint account with your spouse.

All of these should already be prefilled. If not, it is best to review your bank statements and calculate how much you have earned in interest.

After filling out the interest section, press 'Save', then 'Save and continue'.

**Source:**  
<https://onlineservicessimulator.ato.gov.au/Individual/MyTax2024#interest>



# Dividends

## Dividends

All fields marked with \* are mandatory.

Check the information below and add any missing dividends.

Note: The amount of 'Your share of dividends' includes unfranked amounts, franked amounts and franking credits.

| Description      | Your share of dividends | Your share of credits / tax withheld |
|------------------|-------------------------|--------------------------------------|
| Coca Cola Amatil | \$700.00                | \$200.00                             |

Company or trust:

Reference number <sup>?</sup>

Number of account holders \*

Total unfranked amount:  
\$

Total franked amount \*  
\$

Total franking credits \*  
\$

Total TFN amounts withheld  
\$

---

If you have invested money into a company, then it is likely you are receiving dividend income.

The most ideal method of filling this section out (if it is not pre-filled) is to attain a dividend or distribution statement from your company. This should be given through mail or email.

The dividend payment summary would contain information with a format similar to MyTax.

# Walkthrough part 2: deductions

## Deductions

All fields marked with \* are mandatory.

Enter deductions that you are entitled to claim. You need to keep records for five years from when you lodge your tax return in case we ask you to substantiate your claims.

### Occupation guide

Our [Office workers](#) guide gives you information about deductions you can claim for work-related expenses. This guide is tailored to address common claims and errors in your occupation or industry.

Work-related car expenses ⓘ

Add ⓘ

Not provided

Work-related travel expenses ⓘ

Add ⓘ

Not provided

Work-related clothing, laundry and dry-cleaning expenses ⓘ

Add ⓘ

Not provided

Work-related self-education expenses ⓘ

Add ⓘ

Not provided

### Source:

<https://onlineservicessimulator.ato.gov.au/Individual/MyTax2024#deductions>

For the most common deductions, we will work through working from home expenses, motor vehicles expenses, travel expenses, self-education expenses, laundry expenses, and donations.

It is important to know – should all your deductions exceed \$300 when added together, you are required to keep substantiation of them either in the form of receipts, bank statements or diary entries (depending on what the ATO stipulates). Some less than \$300 deductions require substantiation as well. Keep the documentation for 5 years.

# Work-related car expenses

If you incurred travel expenses in the course of performing your work duties, you can claim them as a deduction here. However, you cannot claim a deduction for normal trips to and from the home and workplace.

**Cents per km method:**  
Automatically calculated at 88c by the number of kilometres travelled for a business purpose for the 2024-25 tax year.

## Deductions

All fields marked with \* are mandatory.

Enter deductions that you are entitled to claim. You need to keep records for five years from when you lodge your tax return in case we ask you to substantiate your claims.

### Occupation guide

Our [Office workers](#) guide gives you information about deductions you can claim for work-related expenses. This guide is tailored to address common claims and errors in your occupation or industry.

Work-related car expenses ⓘ

Add ╯

Description

Amount

Toyota Camry

\$0.00



If you choose the **cents per kilometre method**, the set rate per work-related kilometre calculates your deduction for all of your car expenses. If you use this method, don't claim a deduction for decline in value, registration, insurance, maintenance, repairs and fuel costs separately for the same car.

Visit [work-related car expenses](#) to learn more about the calculation methods, what you can and can't claim at this section and records you need to keep.

Your description (e.g. registration/make/model)

Toyota Camry

Calculation method \*

✓ - Select -

Cents per kilometre

Logbook

Save

Total

\$0.00

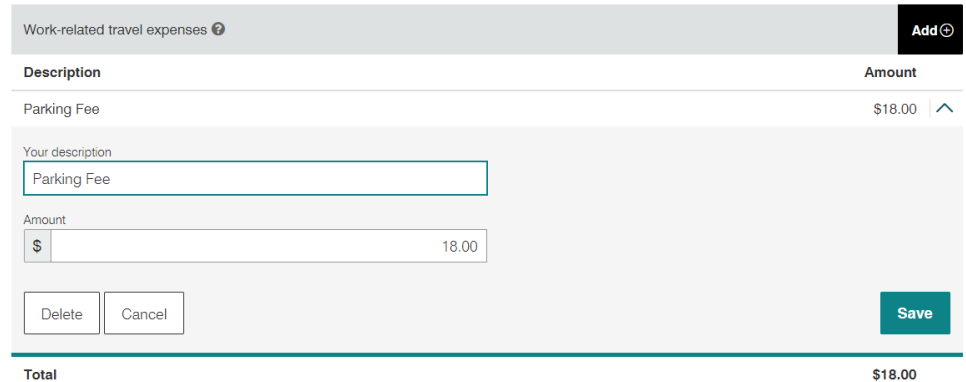
**Logbook method:** can deductions such as registration, petrol, and insurance, as long as you kept a record of these expenses and travel logbook. Total decline in value in the logbook method can be calculated using the ATO depreciation tool.

For simplicity, we will be choosing the cents per km method for this guide.

Source: <https://onlineservicessimulator.ato.gov.au/Individual/MyTax2024#deductions>

# Work-related travel expenses

- Work-related travel expenses may include accommodation, or meal expenses, or other incidentals you incur while you are away for work. It may also include parking fees if you are in an unfamiliar place that you are required to be for work.
- You can also deduct travel expenses through a vehicle that is not a car here, such as motorcycles, public transport, air travel, and taxi fares.
- If your employer reimburses you for these expenses, you cannot claim a deduction for these.



| Description | Amount  |
|-------------|---------|
| Parking Fee | \$18.00 |

Your description: Parking Fee

Amount: \$ 18.00

Buttons: Delete, Cancel, Save

Total: \$18.00

- You may claim expenses on trip related to work if it is between two separated places of employment. Between your normal workplace to a not regular workplace while you are on duty.



# Work-related travel expenses

You may claim expenses on trips between your home and your workplace if

- You must carry bulky items that are essential to perform your work duties and could not leave at your workplace, or
- Your home was a base of employment, or
- You have shifting places of employment.


To claim meal, accommodation and incidental expenses incurred when you travelled away overnight for work, you must:


- Have been required to travel to perform your work.
- Only be away for a relatively short period of time.
- Not have incurred the expense because of a choice you made about where to live.
- Have a permanent home at a location way from the work-related travel location.


If your employer provided a car for you or your relative's exclusive use, for both work and non-work purpose:


- Cannot claim a deduction even if the expenses related directly to your work, such as petrol, repairs and other maintenance.
- Can claim expenses for a work-related use of the car such as parking, bridge and road tolls.

# Work-related clothing, laundry and dry-cleaning expense

Work-related clothing, laundry and dry-cleaning expenses 🔍 Add 

| Description             | Amount  |
|-------------------------|---|
| Compulsory work uniform | \$25.00  |

 You cannot claim the cost of purchasing or cleaning plain uniforms or clothes, such as black trousers, white shirts, suits or stockings, even if your employer requires you to wear them.  
Visit [work-related clothing, laundry and dry-cleaning expenses](#) to learn more about what you can and can't claim at this section.

Clothing type \*  
 

Amount

**Total** \$25.00

If your laundry claim is over \$150, and your overall work-related expense is over \$300, then you must provide written evidence to substantiate your claims.

You need to be able to show how you came up with the total of your laundry expense claim. This isn't an automatic deduction.

You can claim a deduction for expenses on occupation-specific clothing, protective clothing and compulsory work uniform

Compulsory work uniform – work clothing has a logo then it would be seen by the ATO as compulsory uniform. If you have non-compulsory work uniform that can only be deductible if your employer has registered the design with AusIndustry. If you are unsure – ask your employer.

Any cleaning expense of these clothes mentioned above will be deductible.

ATO consider that a reasonable basis for working out your laundry claim is:

- \$1 per load if it only contains work clothing from one of the categories above
- 50c per load if you mix personal items of clothing with work clothing from one of the categories above.

# Self-education expense

Work-related self-education expenses ⓘ Add ⓘ

| Description                                 | Amount   |
|---|----------|
| Textbooks General Expenses General expenses | \$150.00 |

**Information:** You can't claim a deduction for self-education and study expenses that:

- only relates in a general way to your current employment or profession
- enables you to get new employment or change employment – such as moving from employment as a shop assistant to employment as an accountant.

If you are eligible, select the self-education type below that best describes your reason for incurring self-education expenses.

Self-education type

At the time you incurred the expense: \*

The self-education maintained or improved a skill or specific knowledge required for your work activities as an employee.

You could show that the self-education was leading to, or was likely to lead to, increased income from your work activities as an employee.

**Information:** You can't claim a deduction for self-education for:

- tuition fees paid by someone else, including your employer, or for which you were reimbursed
- repayments of study and training support loans, such as Higher Education Loan Program (HELP)

Visit [Work-related self-education expenses](#) to learn more about what you can and can't claim at this section and records you need to keep.

Note, a law change has removed the \$250 reduction previously applied for work-related self-education expenses. This change applied from the 2022-23 income year.

Category type: \*  
General expenses

Your description  
Textbooks General Expenses

Amount  
\$

---

Total \$150.00

Suppose you have paid tuition for Government-recognised classes, bought textbooks, and other expenses, and have a sufficient connection to your work. In that case, you can claim a deduction if they have a sufficient connection to your current income-earning source.

Have sufficient connection if it satisfies one of the following:

- maintains or improves the specific skills or knowledge you require in your employment activities
- results in, or is likely to result in, an increase in your income from your employment activities.

You cannot claim that self-education if satisfies one of the following

- Only relates in a general way to your employment activities at that time of your employment, or you are not employed. (i.e., insufficient connection)
- Only enables you to get new employment or change employment – such as moving from employment as a nurse to a doctor.
- You can't claim a deduction for voluntary or compulsory repayments of the FEE-HELP loan or VET Student Loan (formerly known as VET-FEE HELP).
- If your only source of income is Youth Allowance, or Abstudy, or your study is funded by a tax-free scholarship, then no self-education expenses will be deductible.

If you wish to calculate your self-education expenses, please Google 'QC 17744'.

**Source:**  
<https://onlineservicessimulator.ato.gov.au/Individual/MyTax2024#deductions>

# Other work-related expenses working from home

**Your working home expenses (using the fixed rate method, or actual cost method) is contained in here.**

**Unsure about which method to choose? The ANU Tax Clinic has a presentation dedicated to working from home expenses!**

Other work-related expenses ? Add

Make any [working from home](#) claims in this section. Select Add.

| Description                | Amount   |
|----------------------------|----------|
| Working from home expenses | \$250.00 |

**i** If you are claiming for a **tool, equipment or other asset** that cost more than \$300, or is part of a set that together cost more than \$300, you must claim a deduction for the cost over the life of the item (that is, decline in value).  
**i** Use the [depreciation and capital allowances tool](#) to calculate the decline in value of an item.

**i** Only claim for the **work-related portion** of your expenses.  
Visit [Other work-related expenses](#) to learn more about what you can and can't claim at this section and records you need to keep.

Your description

Amount  
\$

Delete Cancel Save

**Total** \$250.00

Source: <https://onlineservicesimulator.ato.gov.au/Individual/MyTax2024#deductions>

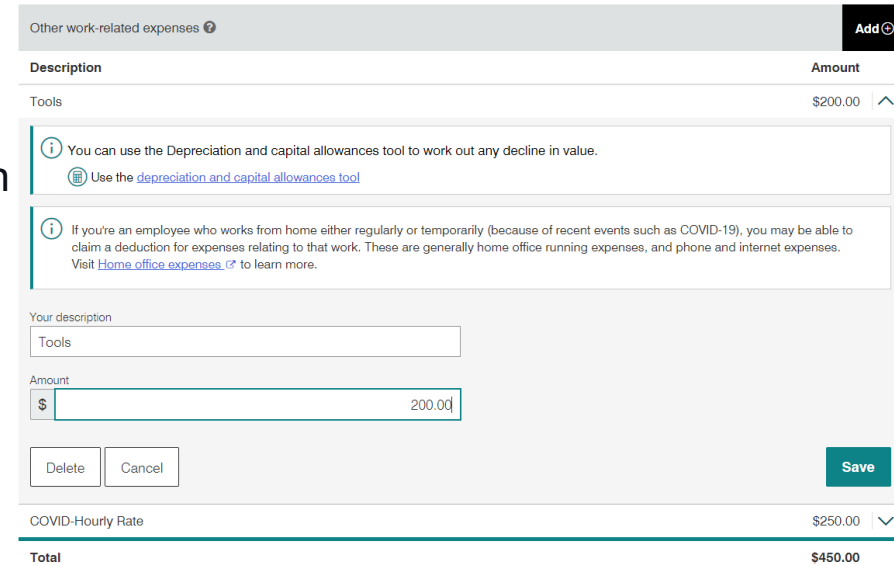
# Other work-related expenses

Suppose you have purchased something for a work-related purpose (e.g. laptop, phone, tools).

Work purpose: You should deduct the expense on the item for the percentage used for a business purpose.

When to use depreciation: If the total amount claimed is \$300 or less, you can deduct its full amount. If the asset costs over \$300, you can claim a deduction for the cost over the asset's effective life. The ATO has a [depreciation and capital allowance tool](#) for assistance.

A set cannot be deducted as individual items: To claim the immediate deduction, the asset must NOT be part of a set of assets you start to hold during the income year where the total cost is more than \$300. For example, suppose you have tools in a toolset and the set costs over \$300. You cannot deduct individual tools but must claim a deduction for the cost over the toolset's effective life.



The screenshot shows a web interface for managing work-related expenses. At the top, there is a header "Other work-related expenses" with an "Add" button. Below this is a table with two columns: "Description" and "Amount". The table contains one entry: "Tools" with an amount of "\$200.00". Below the table, there are two informational boxes. The first box contains an information icon and text: "You can use the Depreciation and capital allowances tool to work out any decline in value. Use the [depreciation and capital allowances tool](#)". The second box contains an information icon and text: "If you're an employee who works from home either regularly or temporarily (because of recent events such as COVID-19), you may be able to claim a deduction for expenses relating to that work. These are generally home office running expenses, and phone and internet expenses. Visit [Home office expenses](#) to learn more." Below these boxes are input fields for "Your description" (containing "Tools") and "Amount" (containing "\$ 200.00"). There are "Delete" and "Cancel" buttons, and a "Save" button. At the bottom of the table, there is a "Total" row showing "COVID-Hourly Rate" as "\$250.00" and "Total" as "\$450.00".

| Description                | Amount          |
|----------------------------|-----------------|
| Tools                      | \$200.00        |
| COVID-Hourly Rate \$250.00 |                 |
| <b>Total</b>               | <b>\$450.00</b> |

**Source:**  
<https://onlineservice simulator.ato.gov.au/Individual/MyTax2024#deductions>



# Donations

Gifts or donations Add

| Description              | Amount  |
|--------------------------|---------|
| Cancer Council Australia | \$20.00 |

Your description

Amount

\$

Delete Cancel Save

**Total** **\$20.00**

**Source:**  
<https://onlineservicessimulator.ato.gov.au/Individual/MyTax2024#deductions>

To claim a deduction for donations, the place you are donating to has to be registered as an Australian **Deductible Gift Recipient (DGR)**. You can check whether your receipt advised that the donation is tax deductible or not. If the receipt does not mention deductibility, you may search the charity's ABN to confirm whether it is a DGR.

You can only claim a donation deduction over \$2 and keep the receipts if the deduction exceeds \$10.

## Current details for ABN 91 130 793 725

Current details Historical details

**ABN details**

Entity name: Cancer Council Australia

ABN status: Active from 24 Apr 2008

Entity type: Australian Public Company

Goods & Services Tax (GST): Registered from 24 Apr 2008

Main business location: NSW 2000

**Australian Charities and Not-for-profits Commission (ACNC)**

Cancer Council Australia is registered with the Australian Charities and Not-for-profits Commission (ACNC). It is follows:

ACNC registration: From 09 Dec 2012

Registered as a charity [view ACNC registration](#)

**Trading names**

From 1 November 2023, ABN Lookup will not display trading names and will only display registered business names. For more information, [click here](#).

| Trading name              | From        |
|---------------------------|-------------|
| Australian Cancer Network | 01 Jul 2008 |
| Australian Cancer Society | 01 Jul 2008 |
| Cancer Council Australia  | 01 Jul 2008 |

**ASIC registration - ACN or ABN or ARSN or ABFN**

130 793 725 [View record on the ASIC website](#)

**Charity tax concession status**

Cancer Council Australia is a [Health Promotion Charity](#) entitled to access the following tax concessions:

| Tax concession       | From        |
|----------------------|-------------|
| GST Concession       | 24 Apr 2008 |
| Income Tax Exemption | 24 Apr 2008 |
| RBT Exemption        | 24 Apr 2008 |

**Deductible gift recipient status**

Cancer Council Australia is endorsed as a Deductible Gift Recipient (DGR) from 24 Apr 2008. It is covered by [item 1](#) of the table in section 50-15 of the Income Tax assessment Act 1997.

**Source:**  
<https://abr.business.gov.au/ABN/View?abn=91130793725>

You may choose to spread your deduction over up to five years if your gift is one of the following after filling in the deduction forms:

- money of \$2 or more
- property we value at more than \$5,000
- property under the Cultural Gifts Program
- a heritage gift.



| Description   | Amount   |
|---|--|
| Cancer Council Australia  | \$20.00  |
| Your description  |  |
| <input type="text" value="Cancer Council Australia"/>   |  |
| Amount  |  |
| <input type="text" value="\$ 20.00"/>   |  |
| <input type="button" value="Delete"/>   | <input type="button" value="Save"/>              |
| <hr/>   |  |
| <b>Total</b>  | <b>\$20.00</b>                                   |
| Cost of managing tax affairs  | <input type="button" value="Add"/>               |
| <i>Not provided</i>   |  |
| Depreciation and capital allowances tool  |  |
| <p> You can use the Depreciation and capital allowances tool to work out any decline in value.</p> <p> <a href="#">Use the depreciation and capital allowances tool</a></p> |  |
| <input type="button" value="Cancel"/>   | <input type="button" value="Save and continue"/> |

**After you have entered all your deductions. Click ‘Save’, and then ‘Save and continue’.**

**Source:**

<https://onlineservicessimulator.ato.gov.au/Individual/MyTax2024#deductions>



# Income Tests

ATO will work out your eligibility for a number of tax offsets and benefits based on your information filled in the income test section.

## Income tests

All fields marked with \* are mandatory.

Check details and make any corrections.

ⓘ Information shown below may be updated based on pre-fill data or you entering data in other sections. Before you lodge, you should review this information again to ensure it is correct.

### Total reportable fringe benefits amounts ⓘ

From employers exempt from FBT under section 57A of the FBTA 1986  
\$0.00

From employers not exempt from FBT under section 57A of the FBTA 1986  
\$0.00

### Reportable employer superannuation contributions ⓘ

\$0.00

Tax-free government pensions or benefits \*

\$  .00

ⓘ Do not show family tax benefit payments here. Visit [tax-free government pensions or benefits](#) ⓘ to learn more about what to include at this section.

Target foreign income \*

\$  .00

### Net financial investment loss ⓘ

\$0.00

### Net rental property loss ⓘ

\$0.00

Child support you paid \*

\$  .00

Number of dependent children \*

Cancel

Save and continue

This section is NOT included in this MyTax-walk through example, but might be relevant to you if satisfy one of the following conditions during the tax year:

- Your reportable fringe benefits are greater than \$3,773 or more.
- You have reportable employer superannuation contributions are additional to the compulsory contributions your employer must make.
- You receive a tax-free government pension or benefit that is listed in the Special circumstances and glossary section.
- You receive target foreign incomes that has neither been included in your taxable income, nor received in the form of a fringe benefit.
- Your deductions relating to your managed investment schemes exceed your income from those investments (i.e., made a net loss).
- You made a net loss from any rental property you owned.
- You paid amounts or provide benefits to another person for the maintenance of your natural or adopted child.
- For more information about income tests, click the [link](#) .

# Medicare and private health insurance

Usually, a Medicare levy of 2% is automatically applied to your taxable income, unless you satisfy one of the following conditions:

**(1) Low-income earners exemption:** You do not have to pay the Medicare levy if either

- Your taxable income is equal to or less than the lower threshold of \$27,222 [link](#) or
- Your family income is equal to or less than the family income threshold of \$45,907 [link](#)
- **Note:** The lower threshold and upper threshold is \$43,020 and \$53,775, if you are entitled to the seniors and pensioners tax offset.

**(2) Reduction:** Your Medicare levy will be reduced if either

- Your taxable income is above the lower threshold of \$27,222 and at or below the upper threshold \$34,027, or
- Your family income is above the lower family income threshold of \$45,907 and at or below an upper threshold \$57,383.
- **Note:** The lower threshold and upper threshold for family is \$59,886 and \$74,857, if you are entitled to the seniors and pensioners tax offset.

## Medicare and private health insurance

All fields marked with \* are mandatory.

Some taxpayers do not have to pay the Medicare levy, or pay a reduced amount. A Medicare levy reduction is based on your taxable income. A Medicare levy exemption is based on specific categories.

### Medicare levy reduction

You may qualify for a Medicare levy reduction [based on your income](#)\*, your spouse's income and the number of dependent children and students.

Number of dependent children and students \*

0

**i** A dependent child or student\* for Medicare levy reduction purposes is an Australian resident whom you maintained during 2019-20 and their [adjusted taxable income](#)\* is under the relevant threshold.  
We will work out any reduction for you.

### Medicare levy exemption

Were you in one of the following exemption categories at any time during 2019-20?

- > [Category 1](#)\* - medical, which applies to blind pensioners or people receiving sickness allowance from Centrelink, or people entitled to full free medical treatment for all conditions under defence force arrangements or Veterans' Affairs Repatriation Health Card (Gold Card)
- > [Category 2](#)\* - foreign residents
- > [Category 3](#)\* - not entitled to Medicare benefits

Yes  No

**(3) Medicare levy exemption:** You are exempted or half exempt from Medicare levy for the whole or part of the tax year if you satisfy one of the following:

- [Category 1](#) – You had one of the Category 1 medical conditions.
- [Category 2](#) – If you were a foreign resident for tax purposes.
- [Category 3](#) - Not entitled to Medicare benefits and all your dependants (including your spouse) were also in a Medicare levy exemption category for that period.



# Medicare and private health insurance

## Medicare levy exemption

Were you in one of the following exemption categories at any time during 2019-20?

- > [Category 1](#) - medical, which applies to blind pensioners or people receiving sickness allowance from Centrelink, or people entitled to full free medical treatment for all conditions under defence force arrangements or Veterans' Affairs Repatriation Health Card (Gold Card)
- > [Category 2](#) - foreign residents
- > [Category 3](#) - not entitled to Medicare benefits

Yes  No

Medicare levy exemption  
You do not qualify for an exemption.

## Medicare levy surcharge (MLS)

You may have to pay a Medicare levy surcharge in addition to the Medicare levy depending on your private health insurance policy and [family situation](#).

Were you and all your dependants covered by an appropriate level of private patient hospital cover from 1 July 2019 to 30 June 2020?

> visit [appropriate level of private patient hospital cover](#) to learn more

Yes  No

Medicare levy surcharge  
You do not have to pay the Medicare levy surcharge.

Continue from the last slide Medicare exemption Category 3, temporary residents may satisfy this category, but usually must get a [Medicare Entitlement Statement](#) through Services Australia that states the dates they're not liable. This application usually takes 6-8 weeks.

You have to pay Medicare Levy Surcharge (MLS) if your income is above the base tier shown in the [table](#), and you, your spouse and your dependent children do not have an [appropriate level of private patient hospital cover](#).

The [Medicare levy surcharge \(MLS\) rate](#) is levied on:

- your taxable income
- total reportable fringe benefits, and
- any amount on which family trust distribution tax has been paid.

## MLS income thresholds and rates for 2024-25

| Threshold               | Base tier         | Tier 1                | Tier 2                | Tier 3            |
|-------------------------|-------------------|-----------------------|-----------------------|-------------------|
| Single threshold        | \$97,000 or less  | \$97,001 – \$113,000  | \$113,001 – \$151,000 | \$151,001 or more |
| Family threshold        | \$194,000 or less | \$194,001 – \$226,000 | \$226,001 – \$302,000 | \$302,001 or more |
| Medicare levy surcharge | 0%                | 1%                    | 1.25%                 | 1.5%              |

Source: <https://onlineservicessimulator.ato.gov.au/Individual/MyTax2024#health>

# Private health insurance

Source: <https://onlineservicesimulator.ato.gov.au/Individual/MyTax2023#health>

## Medicare levy surcharge (MLS)

You may have to pay a Medicare levy surcharge in addition to the Medicare levy depending on your private health insurance policy and [family situation](#).

Were you and all your dependants covered by an appropriate level of private patient hospital cover from 1 July 2022 to 30 June 2023? \*

> visit [appropriate level of private patient hospital cover](#) to learn more

Yes

No

### Medicare levy surcharge

You do not have to pay the Medicare levy surcharge.

## Private health insurance

If you had one or more private health insurance policies for any part of this financial year, review or add the details below.

Private health insurance policies

Add 

Not provided

Answer the question “if you and all your dependants covered by an appropriate level of private patient hospital cover from 01/07/2024 to 30/06/2025” based on your situation. In this example, we selected “No”.

- For singles, an appropriate level of cover must have an excess of \$750 or less. Couples or families must have an excess of \$1,500 or less. [link](#)

Medicare/Private health insurance details should be automatically pre-filled – especially for the codes you are required to fill for private health insurance. Your private health insurance should have provided you with a statement that shows all of this data. If you are still unsure, please book an appointment with us.

Once done, press ‘Save and continue’.



# Conclusion

How did you complete this tax return?

Prepared myself

Tax Help volunteer

Will you need to lodge an Australian tax return in future years? \*

Yes (or I'm unsure)

No (this is my final return)

**Estimated tax refund of \$1,200.00**

▼ Show calculation

This refund will be paid into account JOHN CITIZEN (BSB: 064406, Account number: 014847123).

If this is not correct, update your [financial institution details](#).

**i This estimate may differ from your final outcome**

Visit [tax estimate](#) to:

- > understand your myTax estimate
- > see why your myTax estimate may differ from your final outcome
- > learn about changes that may impact your estimate, including the **removal of the low and middle income tax offset (LMITO)**.

**Lodgment receipt will be sent to**  
EMAIL8000@FAKEEMAILING.COM.AU

Update your email address in [contact details](#)

## Declaration

**Privacy:** For important information about your privacy and collecting your TFN visit our [privacy notice](#)

I declare that:

- > all the information on this tax return, including pre-filled information, is true and correct
- > all the income I have to declare for 2022-23 is included, and
- > I have the necessary receipts and other records – or expect to obtain the necessary written evidence within a reasonable time of lodging this tax return - to support my claims for deductions and tax offsets.

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

Back

Cancel

Print-friendly version

Lodge

Select 'prepared myself', 'and 'Yes'.  
Click 'Calculate'  
Tick the declaration box  
And Lodge

And you are done!

Source: <https://onlineservicesimulator.ato.gov.au/Individual/MyTax2023#taxreturn>

# Things to note (MISCELLANEOUS)

The ATO can start to add penalties and interest on your tax returns if they are not lodged by the due date (generally not non-lodgement advice forms). So, it is in your best interest to lodge your tax return on time.

Please seek a financial adviser before combining or closing off any superannuation accounts because there may be impacts on associated insurance your super may contain.



# Useful links

## General guide for your tax return

- [Individuals tax return and instructions 2025](#)
- In a specific industry or profession? Search for your occupation and see what others have utilised in their tax return.
- [Occupation and industry specific guides](#)



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For any enquiries contact us at

»» [taxclinic@anu.edu.au](mailto:taxclinic@anu.edu.au)

Or call us on

»» **02 6125 4853**