

## PAYG notices to be sent electronically



### Receiving your PAYG and GST instalment notice electronically

The ATO has said that they will no longer send paper instalment notices for activity statements lodged electronically through:

- a myGov account linked to the ATO
- the Business Portal
- Online services for agents
- the practitioner lodgment service (PLS)
- Standard Business Reporting (SBR)-enabled software.

You or your registered tax or BAS agent can access the instalment amount online three to four days after the activity statement generate date. Where the ATO has your email address, they'll send you an email or SMS 21 days before the payment is due. Log in to our online services to check your contact details.

If you don't use online services or a registered agent to lodge your activity statements you will continue to receive your instalment notice by post.

### ATO and the myGov Inbox

If you have linked the ATO to your myGov account, most of your ATO mail will now come directly to your myGov Inbox, rather than through the post. (Note: Many taxpayers inadvertently activate this option without realising when they setup a myGov account for other purposes).

Where you have selected to have mail preferenced to come to you, it will be sent to your myGov Inbox if you have linked it to the ATO. Where the preference is set to the agent, it will be sent to your agent's digital mailbox.

You can still view your mail in your Communication history in ATO online.

The types of ATO communications you may receive in your myGov Inbox include:

- notices, such as notices of assessment
- statements of account
- confirmation and reminder notices
- activity statements or instalment notices.

ATO digital communications containing personal information, such as a tax file number, will be sent to your myGov Inbox, rather than your email account, due to legal and privacy requirements.

If you don't have a myGov account linked to the ATO, you will continue to receive your ATO mail via the post, or your tax or BAS agent will receive it digitally or via the post.

### **Unlinking the ATO from your myGov account**

If you unlink the ATO from your myGov account, you will no longer be able to see ATO messages in your inbox.

However, if you relink you will be able to see the ATO message you previously received to your inbox.

### **Going back to paper mail**

If you have a myGov account linked to the ATO, you will automatically receive your ATO mail via your myGov Inbox.

If your circumstances mean you need to receive your ATO mail through the post or via your tax agent this can be altered by calling the ATO on 13 28 61 or your tax agent.