



## Online services for individuals and sole traders

How to access ATO online services, myGov and the ATO app as an individual or sole trader.

### **ATO online services and myGov**

How to create a myGov account, link to the ATO and use our online services.

### **ATO app**

Use the ATO app to access and manage your tax and super on the go.

### **Help and support for online services – individuals**

Help if you're having trouble linking to ATO online services, using myTax or the ATO app, or applying for a TFN online.

QC 72710

## **ATO app**

Use the ATO app to access and manage your tax and super on the go.

Last updated 18 July 2024

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<http://tv.ato.gov.au/ato-tv/media?v=bi9or7odg6341i>

## Download the ATO app

The ATO app is a simple and easy way you can access and manage your tax and super on the go. The ATO app is free to download and use.

As an individual or sole trader, you can quickly access your personal tax and super information in one place. There are also several helpful features and tools you can use.

To use the ATO app, download it from Google Play or the App Store.

[!\[\]\(9c2e8d1b5bd77cb5c9f83b7a9cff79fd\_img.jpg\) !\[\]\(f822cba4d3f2ea10b4ad95c475f0f631\_img.jpg\) \[Available on the App Store\]\(#\) !\[\]\(62daf864e0e5ec08faafdb75353dbc28\_img.jpg\)](#)

## Supported devices

The ATO app is compatible with most phones and tablets using:

- iOS and iPadOS 15 or later
- Android 10 or later.

Find out more about [ATO app system support and permissions](#).

## Using the ATO app

The ATO app has a range of features and tools to help you keep on top of your tax and super. To take advantage of all the available features and personalise your experience, [create a myGov account and link it to the ATO](#).

When you access ATO online services, including through the ATO app, the login method you've used with the highest identity strength becomes your online access strength. This is to help protect your information and increase your [online security](#).

From your mobile device, you will be able to access the following:

- [Quick login](#)
- [Your tax return for 2023–24](#)
- [myDeductions](#)
- [Super](#)
- [Key dates for lodgments and payments](#)
- [View your tax accounts](#)
- [Employment income and super](#)
- [My personal details](#)
- [Registered agent details](#)
- [Tax withheld calculator](#)
- [ABN lookup](#)
- [Business performance check](#).

### Quick login

For quick access to your account, you can set up a login using your mobile device's security features like face and fingerprint recognition.

You will need to have a myGov account and link it to the ATO to access this feature.

For security purposes, you'll need to re-verify your details through myGov after using the quick login feature for an extended period. You'll be notified in your app when it's time.

## **Your tax return for 2023–24**

Follow your tax return from start to finish, using this feature, you can easily:

- check pre-fill information we receive from third parties and work out if you're ready to lodge
- view the options available to prepare and lodge your tax return
- check the progress of your tax return
- view the outcome of your return
- download and view your notice of assessment.

## **myDeductions**

Whether you lodge your own tax return or use a tax agent, the [myDeductions](#) tool can help you keep and organise your tax records.

Throughout the year it's a fast, easy way to capture information on the go. Once you finalise your records for your tax return, you can:

- email your data either to yourself or to your tax agent
- upload your data to pre-fill your tax return whether you self-prepare or use a tax agent.

You can access myDeductions from the quick link on the ATO app home screen without the need to log in. This is the screen you see when you first open the app.

Records you add are stored locally on your device and are only sent to us if you upload your completed records to your tax return. You should back-up your data regularly in case your device is broken, lost or stolen as this isn't an automatic process.

## **Super**

The ATO app allows you to keep track of your super. It is secure and you can quickly and easily:

- view a list of all your super accounts, including accounts that you may be unaware of or have lost
- explore account balances and view super information and actions that are personalised to your circumstances
- access ATO Online to take steps to consolidate eligible accounts (including any ATO-held super) into one account.

## **Key dates for lodgments and payments**

View when your lodgments and payments are due and action them in ATO Online.

## **View your tax accounts**

View your tax accounts, including Higher Education Loan Program (HELP) and activity statement accounts. Quickly access transactions, payment plan details and make payments in ATO Online.

## **Employment income and super**

View the details your employer reports to us, including the date they report this information. Such as, your income, tax withheld and super contributions.

## **My personal details**

Find your tax file number easily. You can also access ATO Online to keep your key personal and business details up to date.

## **Registered agent details**

Check the details of your registered agent and communication preferences.

## **Tax withheld calculator**

You can use the Tax withheld calculator to easily check how much tax should be withheld from salary or wages.

## **ABN lookup**

Use the Australian business number (ABN) lookup tool to search for a business's ABN and view other public information about the business. For example, you can check that the business you're purchasing goods from is registered for goods and services tax (GST) so you can claim GST credits.

## Business performance check

Use the business performance check tool to compare the performance of your business to other small businesses in the same industry. The business performance check tool:

- uses annual small business benchmark data from over 100 different business types
- can estimate annual performance based on as little as one month's data (the more data, the better accuracy)
- allows you to compare the cost of goods sold and expenses with similar businesses
- provides financial performance ratios including ability to manage debt commitments and working capital
- compares subsequent reports in the tool with previous financial results to monitor any variations in performance.

## Help and support

If you're having trouble with the ATO app, [help and support for online services](#) are available so you can troubleshoot known issues or errors.

## Trademarks and attributions

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**myDeductions**



Use myDeductions, the free record-keeping tool in the ATO app that makes it easier to keep records in one place.

## ATO app system support and permissions

ATO app operating system support and permissions for Apple and Android users.

QC 40996

# myDeductions

Use myDeductions, the free record-keeping tool in the ATO app that makes it easier to keep records in one place.

**Last updated** 3 June 2024

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## Access to myDeductions

You can access the myDeductions tool through the ATO app. Using the ATO app makes it easier and more convenient to keep records in one place, including photos of your receipts and invoices.

As an individual (employee) you can record your expenses and work-related trips (car expenses).

As a sole trader you can record your expenses, work-related trips (car expenses) and income.

To use the myDeductions record-keeping tool:

- download the [ATO app](#) to your smart device
- access the myDeductions tool
  - if you have not logged into the ATO app, myDeductions can be accessed from the quick link on the ATO app home screen, this is the screen you see when you first open the app
  - if you have logged into the ATO app, you can find myDeductions by selecting the **More** button and then selecting **myDeductions**
- select whether you'd like to use the tool as an individual (generally or as an employee), as a sole trader (business) or both.

Records you add are stored locally on your device. You should back up your data to a separate location regularly using the **Back up** feature in



myDeductions in case your device is broken, lost or stolen as this isn't an automatic process.

## Record keeping with myDeductions

As an individual or employee, you can:

- use the myDeductions tool to keep records of your
  - work-related expenses (such as work from home expenses)
  - work-related trips (such as a logbook for car expenses)
  - general expenses (such as the cost of managing your tax affairs or gifts and donations you make)
- upload these records at tax time to make lodging your tax return easier.

As a sole trader, you can:

- use the myDeductions tool to keep records of your
  - business income
  - business expenses
- upload your records at tax time to make lodging your tax return easier
- share your data by emailing it to your registered tax agent.

If you're a sole trader with a [primary production](#) business or [personal services income](#) you:

- can record your business income and expenses
- can share your records on myDeductions by emailing it to your registered tax agent
- **shouldn't** upload your records to pre-fill your tax return.

To share your records via email using an iPhone or iPad (iOS), you will need to have the Apple Mail app installed on your device.

## Using myDeductions at tax time

Whether you lodge your own tax return or use a tax agent, [using myDeductions](#) can help you organise and keep your tax records.

When you are ready to prepare your tax return you can:

- email your records, to either
  - yourself
  - your tax agent
- upload your records to us to be ready to pre-fill your tax return, then either
  - you can lodge your tax return
  - your tax agent can access the records you upload through their practice management software.

If you download the ATO app and use the myDeductions tool:

- Only record your information on a single device throughout the year, because you can't consolidate sets of records and you can only upload once per financial year.
- Multiple people can't use one device.
- Backup your data to a separate location regularly in case your device is broken, lost, stolen, or before you choose to update to a new smart device.

### Using myDeductions

How to use myDeductions in the ATO app, our free tool to help you keep your deduction and income records in one place.

QC 52615

## ATO app system support and permissions

ATO app operating system support and permissions for Apple and Android users.

Last updated 1 July 2023

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## Supported operating systems

The ATO app is compatible with most phones and tablets using:

- iOS and iPadOS 15 or later
- Android 10 or later.

Check your device settings to find out if you can update your operating system.

### If your operating system is no longer supported

If your operating system is not supported, you won't be able to install the ATO app.

If the ATO app is already installed on your device and your operating system is no longer supported:

- you will not receive updates through the App Store or Google Play
- you may not be able to access all authenticated features in the ATO app
- tools and calculators will not be up to date.

### myDeductions

If your operating system is no longer supported, you will still be able to access myDeductions records, but you:

- should back up your records to a separate location before you update to a new operating system or device
- must update to iOS or iPadOS 15 to upload myDeductions records for the 2022–23 financial year.

For Android 8 and 9 users, myDeductions records for the 2022–23 financial year (and prior financial years) can still be uploaded to your tax return.

## iOS system permissions

Permissions can be managed by going to **Settings** in your device and then **ATO**. This includes:

- Notifications – used to periodically remind you to back up your myDeductions records.
- Face ID – if supported on your device, you can set up [quick login](#) by enabling Face ID.
- Camera – the ATO app uses your camera if you choose the ‘Take photo’ option when adding a photo to an expense or income record in the myDeductions tool.
- Location – the ATO app uses your device’s location to track distance and to find your current location when adding a trip in the myDeductions tool. A precise location is required for iOS 14 or later.

## Android system permissions

To manage permissions on your Android device:

1. Select **Settings**.
2. Select **Apps**.
3. Select **ATO**.
4. Select **Permissions** (or similar depending on your device).

For Android 10 or later, the ATO app will ask for permission to access certain services to use different functions in the app. These messages are created by Google and can't be customised by us.

Permissions include:

- Location – the ATO app uses your device’s location to track distance and find your current location when adding a trip in the myDeductions tool. Precise location is required for Android 12 or later.

- Notifications (Android 13 and later) – used to periodically remind you to back up your myDeductions records.

QC 54419

## **Our commitment to you**

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

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