



Australian Government  
Australian Taxation Office

# How to do your tax

Easy Read

# How to use this document

This information is written in a way that is easy to read.  
We use pictures to explain some ideas.



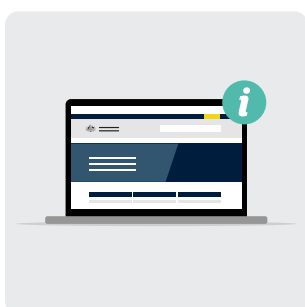
This document has been written by the Australian Tax Office or ATO.



When you see the words 'we', 'our' or 'us' it means the ATO.



This Easy Read document is a summary of another document.



You can find the longer document on our website at [www.ato.gov.au/LodgingTaxReturn](http://www.ato.gov.au/LodgingTaxReturn)

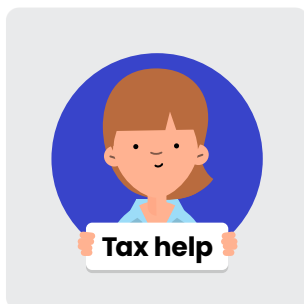
# How to do your tax

You need to choose how to do your tax.

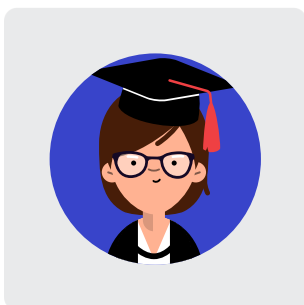
There are 4 main ways you can do it:



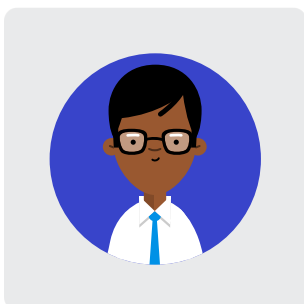
1. Online using myTax – a program to help you do your own tax.



2. Use Tax Help – people who can help you do your tax for free.



3. Use the National Tax Clinic program – students who are learning about tax can help you for free.

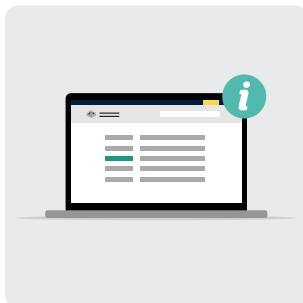


4. Use a tax agent – a person who you pay to help do your tax.

## 1. Online using myTax



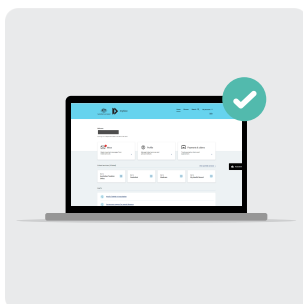
myTax is an online program you use to do your tax. It is easy and safe to use.



You can learn how to use myTax at [www.ato.gov.au/MyTax](http://www.ato.gov.au/MyTax)



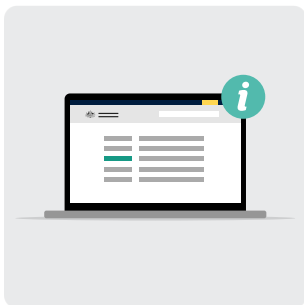
You will need a myGov account linked to our online services. You can get one at [www.my.gov.au](http://www.my.gov.au)



myGov is a simple and secure way to access government services online in one place.



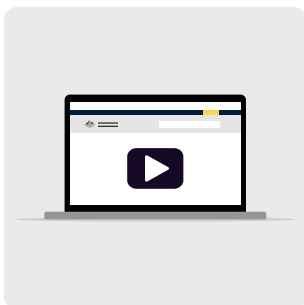
A myGov account is free and anyone can get one.



We have an Easy Read about how to create a myGov account and link it to your tax and super.

Find out more at

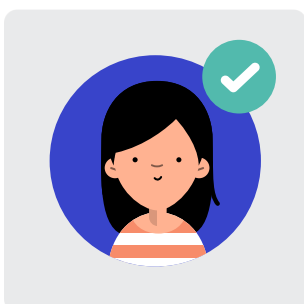
[www.ato.gov.au/EasyRead\\_LinkmyGov](http://www.ato.gov.au/EasyRead_LinkmyGov)



There is also a helpful video you can watch to show you how to link.

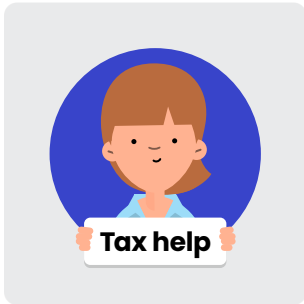
Find out more at

[www.ato.gov.au/LinkmyGov](http://www.ato.gov.au/LinkmyGov)

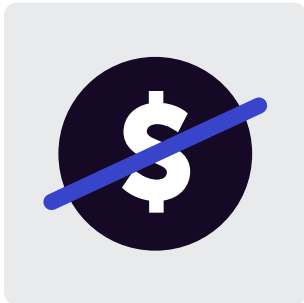


Someone you trust, like a family member, can help you link your myGov to ATO online services.

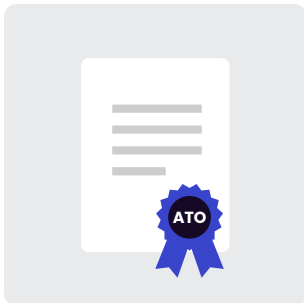
## 2. Use Tax Help



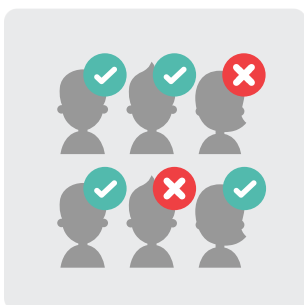
Tax Help is a group of people who help other people do their tax.



This is a free service.



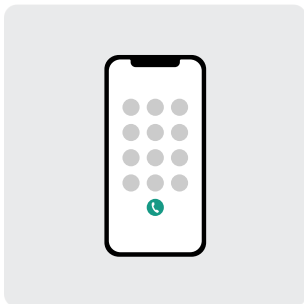
We train these people and they know about tax.



Not everyone can use this service.

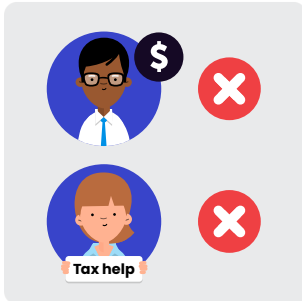


To find out if you can use this service  
read the information at  
[www.ato.gov.au/TaxHelp](https://www.ato.gov.au/TaxHelp)



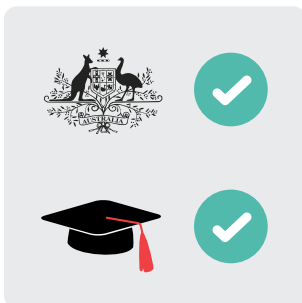
You can also ask us by phoning **13 28 61**.

### 3. Use the National Tax Clinic program



The National Tax Clinic program can help people who:

- cannot pay a tax agent
- do not meet the rules to use Tax Help.

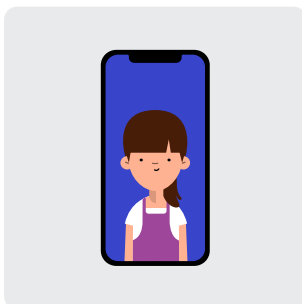


This program is:

- supported by the government
- run by universities (not the ATO).

Students who are learning about tax can help you for free.

Trained managers make sure the students are giving you the right help.



Help is given over the phone or through a web conference. Sometimes you can meet in person.





The program can be used by:

- individuals
- small businesses
- not-for-profit organisations and charities.



You need to meet the rules to use this program.

Find out more at [www.ato.gov.au/TaxClinic](http://www.ato.gov.au/TaxClinic)

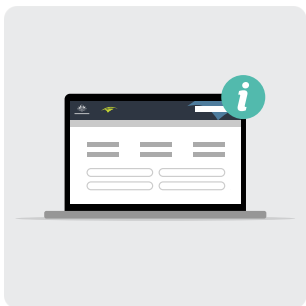
## 4. Use a tax agent



You can ask a **tax agent** for help.



A tax agent's job is to help people do their tax.



You can find a registered tax agent by going to [www.tpb.gov.au](http://www.tpb.gov.au)



Always check if a tax agent is **registered**.

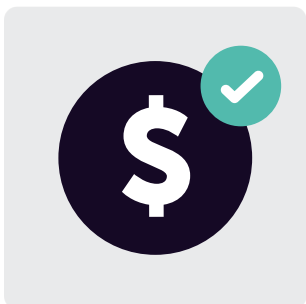
This means they:



- are on our list of tax agents



- know what they need to do to be a tax agent.

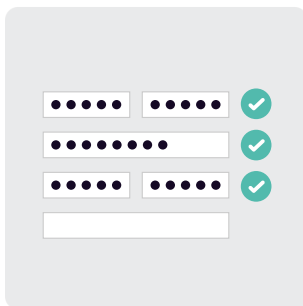


You will need to pay them. Only registered agents can ask for money to do your tax.

# When you need to do your tax



The best time to do your tax is from late July.



By then we will have put more information into your online tax return for you.

This information comes from places like:



- businesses you work for



- the government (like Services Australia)

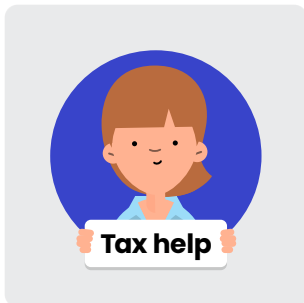


- your bank.

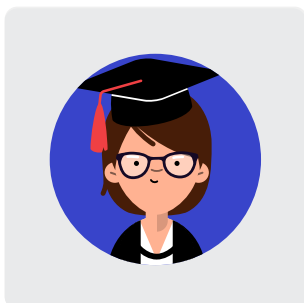
You must do your tax before 31 October if you are:



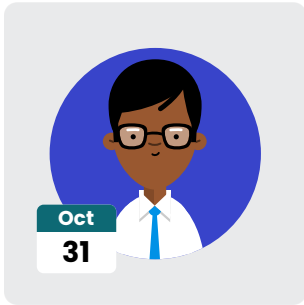
- doing your own tax



- using Tax Help



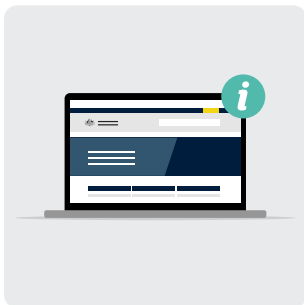
- using the National Tax Clinic program.



If you have a tax agent you may have more time. You must ask them before 31 October if they will help you with your tax.

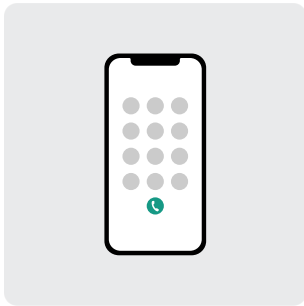


We have an Easy Read document called 'Getting ready to do your tax'.



You can find it at [www.ato.gov.au/GetReady](http://www.ato.gov.au/GetReady)

# How to get help



If you need help to do your tax you can phone us on **13 28 61**.

If you speak a language other than English:



- phone the Translating and Interpreting Service (TIS National) on **13 14 50**

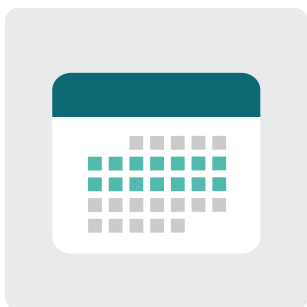


- ask them to phone the ATO on **13 28 61**.

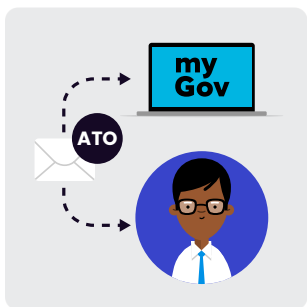
# After you do your tax



We check your information to see if you paid the right amount of tax.



This normally takes about 2 weeks.



We will send a letter about this to your myGov Inbox or your tax agent.



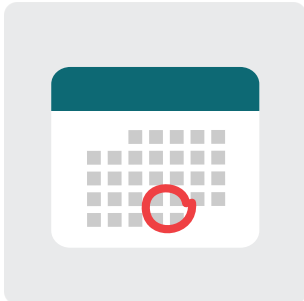
If we have to pay you money we will put it in your bank account.



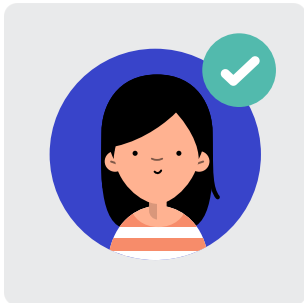
If you have to pay us money, the letter will tell you:



- how much to pay and how to pay us



- when you need to pay us.

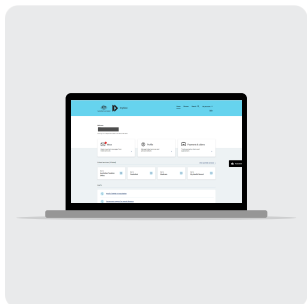


You can ask someone you trust, like a family member, to read the letter with you.

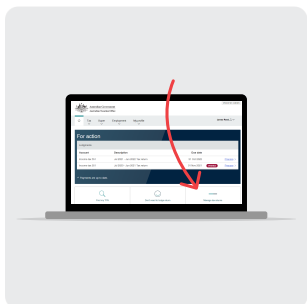
# If you make a mistake



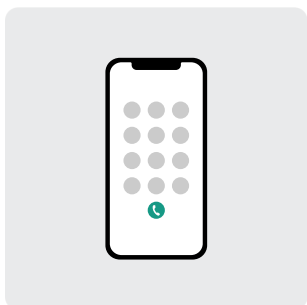
If you think you have made a mistake, you need to tell us.



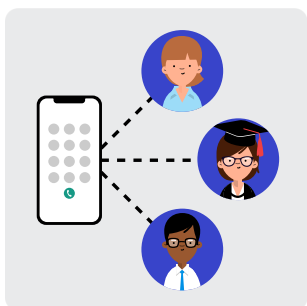
If you did your tax return using myTax, login to our online services to fix the mistake.



Choose 'Manage tax returns' to go to your tax form and fix it.



If you need help fixing your mistake in myTax, phone us on **13 28 61**.



If you used Tax Help, the National Tax Clinic program or a tax agent, phone them for help.