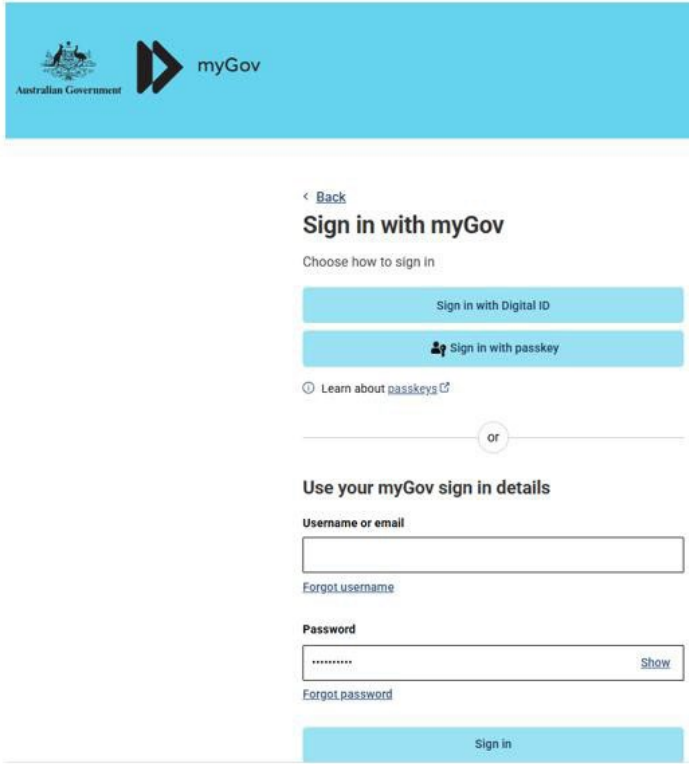
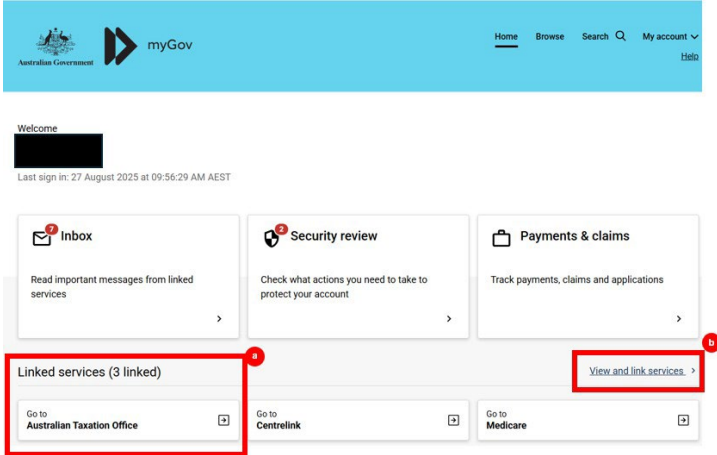
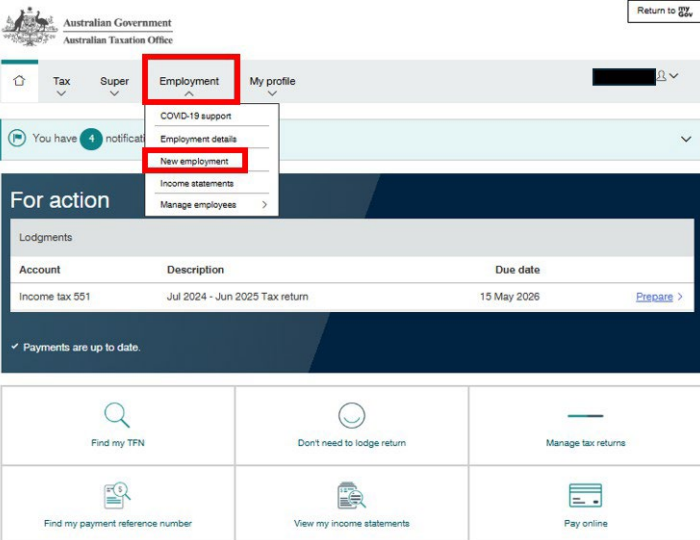
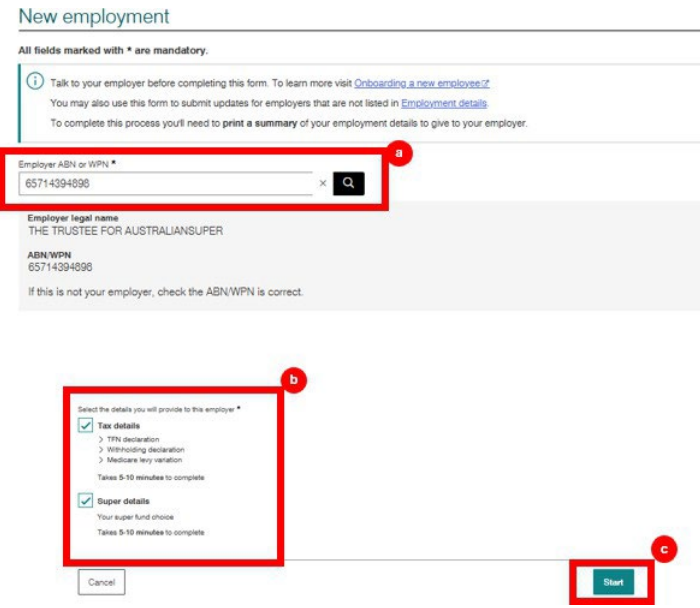


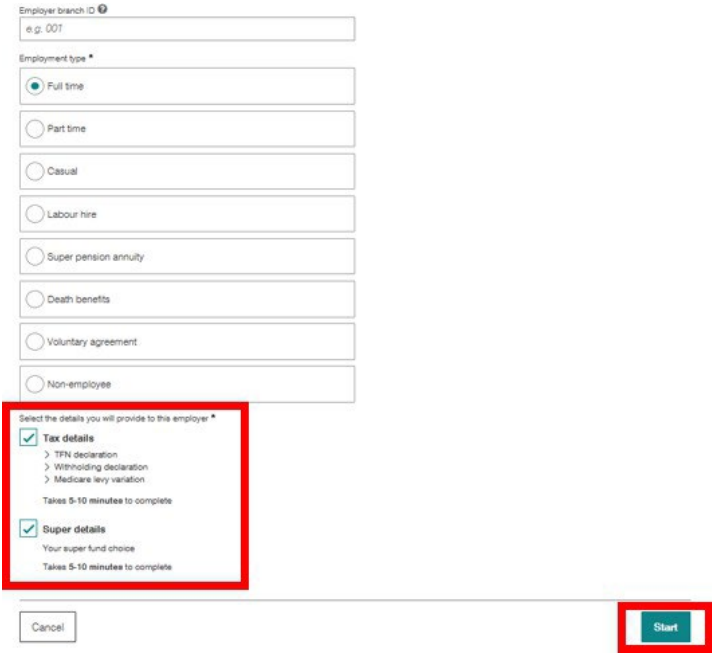
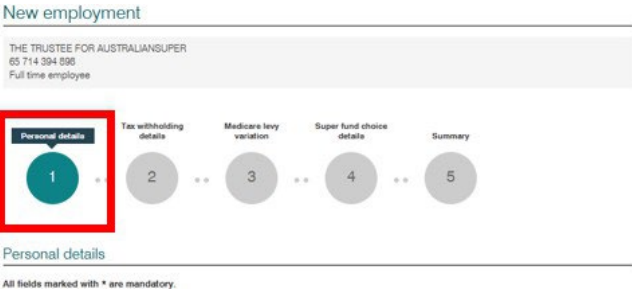
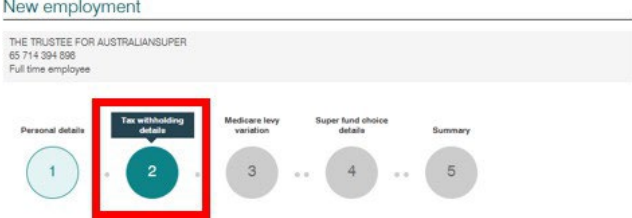

# Completing the ATO New Employment Form Quick Reference Guide (QRG)

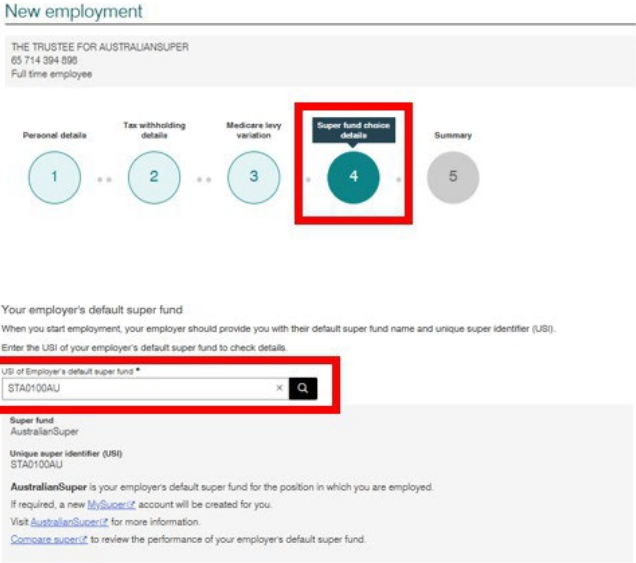
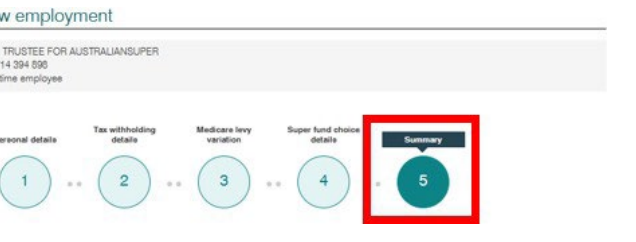
This guide is for people joining AustralianSuper who have been asked to provide their tax and superannuation details via the myGov (ATO) online form.

Step	Action	
1.	Log into your myGov account ( <a href="https://my.gov.au">https://my.gov.au</a> ).	
2.	<ol style="list-style-type: none"> <li>In the Linked services section, choose <b>Go to Australian Tax Office</b>.</li> <li>If you haven't linked your ATO account to your myGov account you will need to do that first.</li> </ol>	

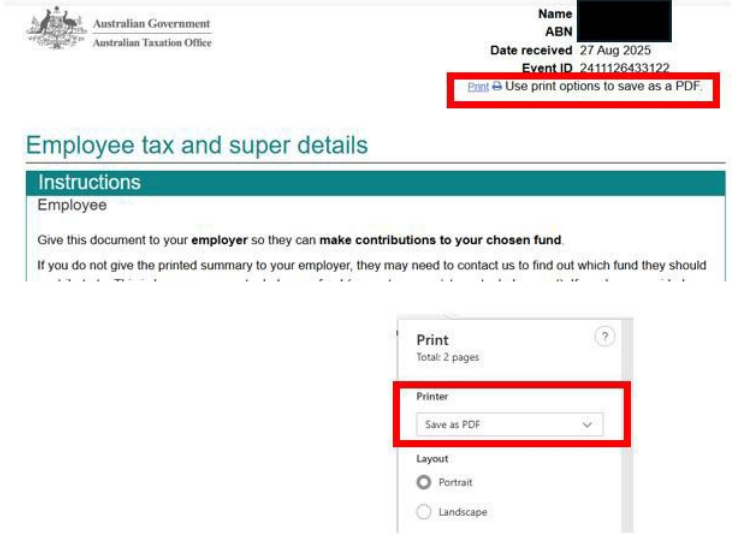

Completing the ATO New Employment Form  
Quick reference guide (QRG)

<p>3.</p>	<p>Select <b>Employee &gt; New employment</b>.</p>	
<p>4.</p>	<p>Start by providing the Employer ABN for the Trustee for AustralianSuper, which is <b>6571 439 4898</b>.</p>	

<p>5.</p>	<p>When you select the details you wish to provide – select both tax details and super details.</p> <p>Click start.</p>	 <p>Employer branch ID <sup>?</sup> e.g. 007</p> <p>Employment type <sup>*</sup></p> <p><input checked="" type="radio"/> Full time</p> <p><input type="radio"/> Part time</p> <p><input type="radio"/> Casual</p> <p><input type="radio"/> Labour hire</p> <p><input type="radio"/> Super pension annuity</p> <p><input type="radio"/> Death benefits</p> <p><input type="radio"/> Voluntary agreement</p> <p><input type="radio"/> Non-employee</p> <p>Select the details you will provide to the employer <sup>*</sup></p> <p><input checked="" type="checkbox"/> Tax details      &gt; TFN declaration      &gt; Withholding declaration      &gt; Medicare levy variation      Takes 5-10 minutes to complete</p> <p><input checked="" type="checkbox"/> Super details      Your super fund choice      Takes 5-10 minutes to complete</p> <p>Cancel <span style="float: right;">Start</span></p>
<p>6.</p>	<p>Provide your personal details.</p>	 <p>New employment</p> <p>THE TRUSTEE FOR AUSTRALIANSUPER 65 714 394 898 Full time employee</p> <p>Personal details 1 Tax withholding details 2 Medicare levy variation 3 Super fund choice details 4 Summary 5</p> <p>Personal details</p> <p>All fields marked with <sup>*</sup> are mandatory.</p>
<p>7.</p>	<p>Provide your tax withholding details.</p>	 <p>New employment</p> <p>THE TRUSTEE FOR AUSTRALIANSUPER 65 714 394 898 Full time employee</p> <p>Personal details 1 Tax withholding details 2 Medicare levy variation 3 Super fund choice details 4 Summary 5</p>
<p>8.</p>	<p>Complete your Medicare levy variation.</p>	 <p>New employment</p> <p>THE TRUSTEE FOR AUSTRALIANSUPER 65 714 394 898 Full time employee</p> <p>Personal details 1 Tax withholding details 2 Medicare levy variation 3 Super fund choice details 4 Summary 5</p>

<p>9.</p>	<p><b>Complete your super fund choice details.</b></p> <p>You can choose which fund you would like us to direct your superannuation contributions to. <b>If you already have an existing super fund</b> (which may be AustralianSuper, or may be a different fund), <b>you can select that account</b> and provide the relevant details. <b>You can also choose your SMSF by providing the relevant details.</b></p> <p>AustralianSuper is the default fund for AustralianSuper employees. <b>If you are not already a member of AustralianSuper and are choosing to join</b>, select 'Choose your employer's default super fund'. You will be asked to provide the fund's USI. The USI is STA0100AU.</p> <p><b>If you do not want to make a choice</b>, we will make contributions to your stapled super fund, if you have one. If the ATO advises us that you do not have a stapled super fund, we will make contributions to our default super fund, AustralianSuper.</p>	 <p>The screenshot shows the 'New employment' form for 'THE TRUSTEE FOR AUSTRALIANSUPER'. It features a progress bar with five steps: 1. Personal details, 2. Tax withholding details, 3. Medicare levy variation, 4. Super fund choice details (highlighted with a red box), and 5. Summary. Below the progress bar, there is a section titled 'Your employer's default super fund' with a search box containing 'STA0100AU' and a search button. Below the search box, it lists 'Super fund: AustralianSuper' and 'Unique super identifier (USI): STA0100AU'.</p>
<p>10.</p>	<p>Check the summary to make sure it's correct.</p>	 <p>The screenshot shows the 'New employment' form with the progress bar updated. Step 4, 'Super fund choice details', is now completed, and step 5, 'Summary', is highlighted with a red box.</p>
<p>11.</p>	<p>Tick the box to sign the declaration.</p>	<p><b>Declaration</b></p> <p>The information I have provided is true and correct.</p> <p><b>Privacy:</b> For important information about your privacy see our <a href="#">Privacy Notice</a>.</p> <p><input type="checkbox"/> Tick this box to sign this declaration with the identification details you used to log-in *</p>

<p>12.</p>	<p>Once you've finalised the form, select <b>Print summary</b>.</p>	<p>New employment</p> <div data-bbox="758 219 1460 470"><p><b>Provide summary to your employer</b></p><p>To complete this process, <b>print a summary</b> and give it to your employer.</p><p>If you do not give the printed summary to your employer, they may need to contact us to find out which fund they should contribute to. This is known as your <a href="#">stated super fund</a>. If you have provided a previous super choice to us, we will provide this information to your employer.</p><p>Correct information about your super fund is needed for your employer to pay super contributions. Your employer may choose not to accept this form if you do not provide:</p><ul style="list-style-type: none"><li>&gt; all of the information requested on this form</li><li>&gt; a letter from your fund stating that they are a complying fund and that they will accept a contribution from your employer.</li></ul><p>The latest employer's summary is available from employment details.</p><p>ATO receipt ID: tax withholding 2411126433122 and super nomination 2411126433151</p><p><b>Print summary</b></p></div> <p>Next steps</p> <ul style="list-style-type: none"><li>&gt; <a href="#">Print summary</a> and give to your employer.</li><li>&gt; Consider <a href="#">consolidating your super funds</a> into one account and save money on fees.</li></ul>
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<p>13.</p>	<p>A printable form will now have been generated.</p> <p>Print to PDF and upload your PDF to Oracle as requested. (In most cases you will be uploading the form as part of your pre-onboarding journey in Oracle.)</p>	
	<p><b>Important:</b> If you are unable to complete the online form for some reason, please email <a href="mailto:colleaguesandculture@australiansuper.com">colleaguesandculture@australiansuper.com</a>. They will provide you with the offline TFN declaration and ATO Standard Super Choice form to complete instead.</p>	