

Instructions for Completing a Tax File Number (TFN) Declaration

☐	Log into your myGov account (click here).
☐	Click on 'Australian Taxation Office'.
☐	Click on 'Employment' then select 'New Employment'.
☐	Enter ABN 28441859157, click search. University of the Sunshine Coast employer name should appear. If it does not, re-enter ABN.
☐	Leave 'Employer branch ID' blank.
☐	Select your employment type 'Casual'.
☐	Tick box to provide employer with Tax Details .
☐	Box next to Super Details should be unticked.
☐	Click 'Start'.
☐	Personal details should already be populated. Select preferred contact number and click 'Next' at bottom right corner.
☐	Complete tax withholding details by selecting Yes or No for tax free threshold and click 'Next' at bottom right corner.
☐	Medicare levy N/A. Click 'Next' at bottom right corner.
☐	Super fund details N/A. Select 'I don't want to choose a super fund right now' and click 'Next' at bottom right corner.
☐	Tick declaration at the bottom of summary and 'Finalise' at bottom right corner.
☐	Click PRINT SUMMARY and click Print hyperlink (use print options to save as a PDF). <i>If you have any issues saving the summary as a PDF, a screen shot of it will be sufficient.</i>
☐	Email to payroll@usc.edu.au as an attachment or post to: UniSC, People and Culture, 90 Sippy Downs Drive, Sippy Downs QLD 4556.
PLEASE NOTE	
Adding UniSC as an employer in myGov does not automatically send your details to us. You must send us a copy.	
If you don't wish to complete the form through myGov then click here to access a paper copy from the ATO.	
Payroll will confirm receipt of your TFN declaration via return email, action in our system and securely delete attachment from email.	