



## Create a myGov account

Creating a myGov account is simple:

**Step 1:** agree to terms of use

**Step 2:** enter an email address

**Step 3:** enter your mobile number

**Step 4:** create password

**Step 5:** create secret questions

### Account created

To link the ATO to your myGov account you need to sign-in using security codes. To update your sign-in option, go to 'Account settings' in myGov, select 'Sign in-option', set as 'Receive a code by SMS' or if you're traveling overseas 'myGov Access app'.

## Link the ATO to your myGov account

To link to the ATO:

- setup your myGov account
- sign-in to myGov, using security codes
- click the Services button on your myGov home page
- click the Link icon next to 'Australian Taxation Office'.

Go to [ato.gov.au/online](https://ato.gov.au/online) for help with creating a myGov account and linking to the ATO.

## Lodging your first tax return

If this is your first year lodging a tax return, there are a few steps you need to follow. We can help you at your appointment if you're unable to do this. The easiest and fastest way to lodge your tax return is online using myTax. To lodge online you'll need a myGov account linked to the ATO.

- Have your Tax file number (TFN) handy
- create a myGov account
- call **132861** and enter your TFN and date of birth when requested. **Select 1** to get your unique linking code to verify your account from an operator. Each unique code will expire after 24 hours
- sign into myGov, go to the Services page and link to ATO. **Select I have a linking code** and follow the instructions as prompted.

## Proving your identity

You will need to identify yourself if we need to call the ATO. These documents help us prove your identity. Please bring as many of these items with you:

- Australian driver licence or learners permit
- Australian passport
- Australian birth certificate
- Australian marriage certificate
- Australian citizenship certificate
- Overseas passport with Australian visa
- Immicard
- Change of name certificate
- Any correspondence from the ATO
- Previous tax return not more than 5 years old
- Centrelink CRN
- Superannuation account statement