BK & OSS

ATO Letters

PORTAL NAVIGATIONS

MYGOV HANDLINGS



Table of Contents:

- Introduction of ATO
- Portal Navigation
- Types of ATO Documents
- Ways of Drafting ATO Documents
- Drafts for the ATO Documents
- ATO Mate

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ATO – Australian Taxation Office

The Australian Taxation Office (ATO) is the principal revenue collection agency of the Australian Government

Roles & Responsibilities

- Collecting revenue
- Administering the goods and services tax (GST) on behalf of the Australian states and territories
- Administering a range of programs that provide transfers and benefits to the community
- Administering the major aspects of Australia's superannuation system
- Being custodian of the Australian Business Register.

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- Collection, management and analysis of data including master data and metadata
- Web content management and social media
- Document management
- Digital asset management and learning content management
- Management of digital and hard-copy (legacy) records and information assets
- Email, e-Messaging and online collaboration
- Enterprise search
- Researching and resourcing information sources and reference material
- Management of shared drive content
- Information governance
- Information security and risk management
- Intellectual Property (IP)
- Managing Freedom of Information (FOI) requests
- Design, graphics and publishing.

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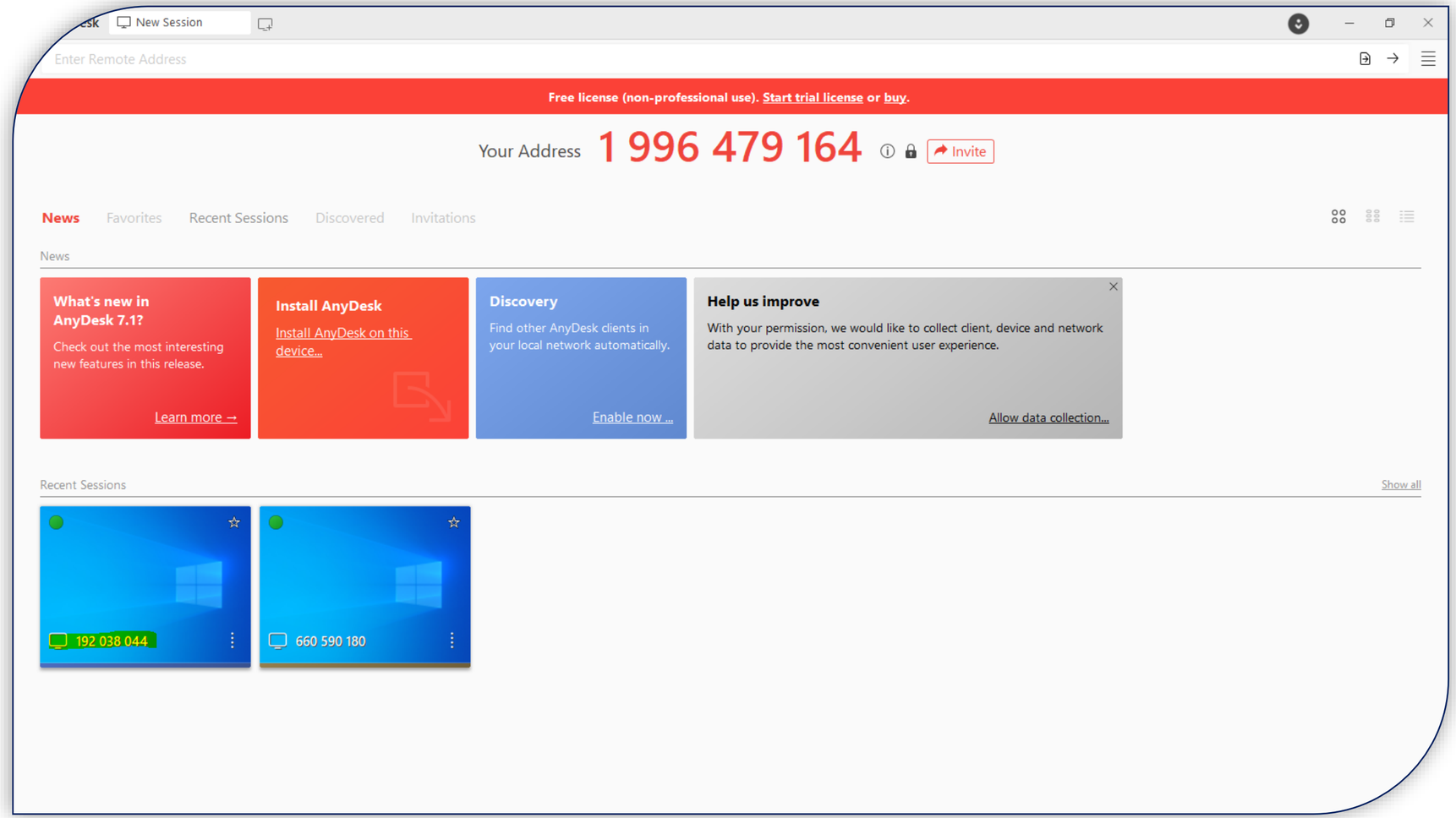
IMPORTANCE THINGS TO NOTE ON ATO DOCUMENT DRAFTING:

- Have a documented, standardized process in place for handling different types of ATO correspondence and which is involved.
- While sending ATO documents we must make sure with the Clients Mail ID and addressing name.
- Make sure that the Mail content pertains to the attached document.
- While mentioning Amount, ABN & ACN numbers in the mail content, it should be accurate.
- Needs to hide TFN number in the mail attachment for the security reason.
- Keep eye on the time-sensitive ATO documents that require action immediately, to make payment with in the stipulated due date.

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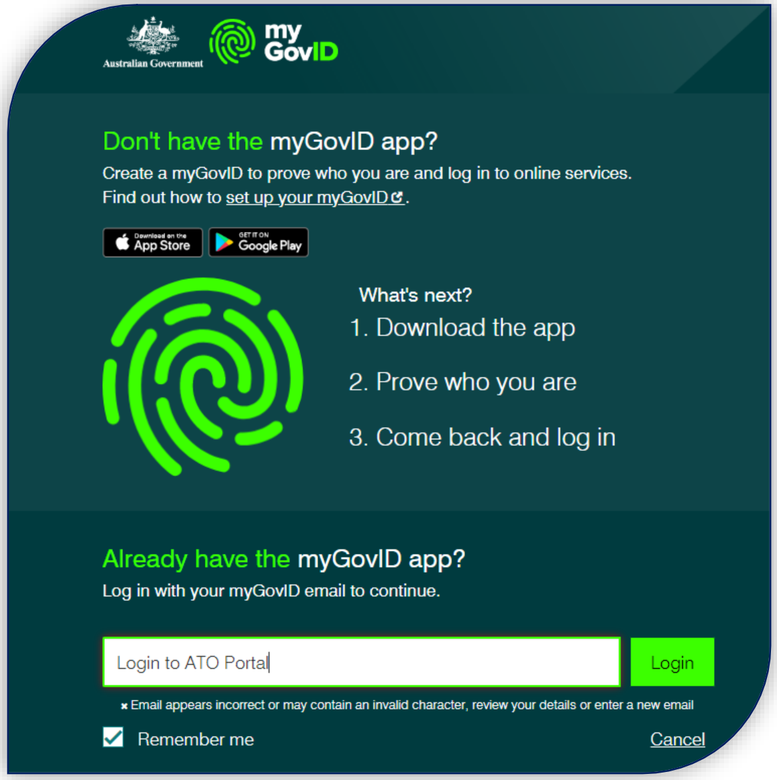
Steps involved in navigating to ATO portal (MYGOV)

Login to Any Desk ID based on the respective Any desk ID provided for each client.



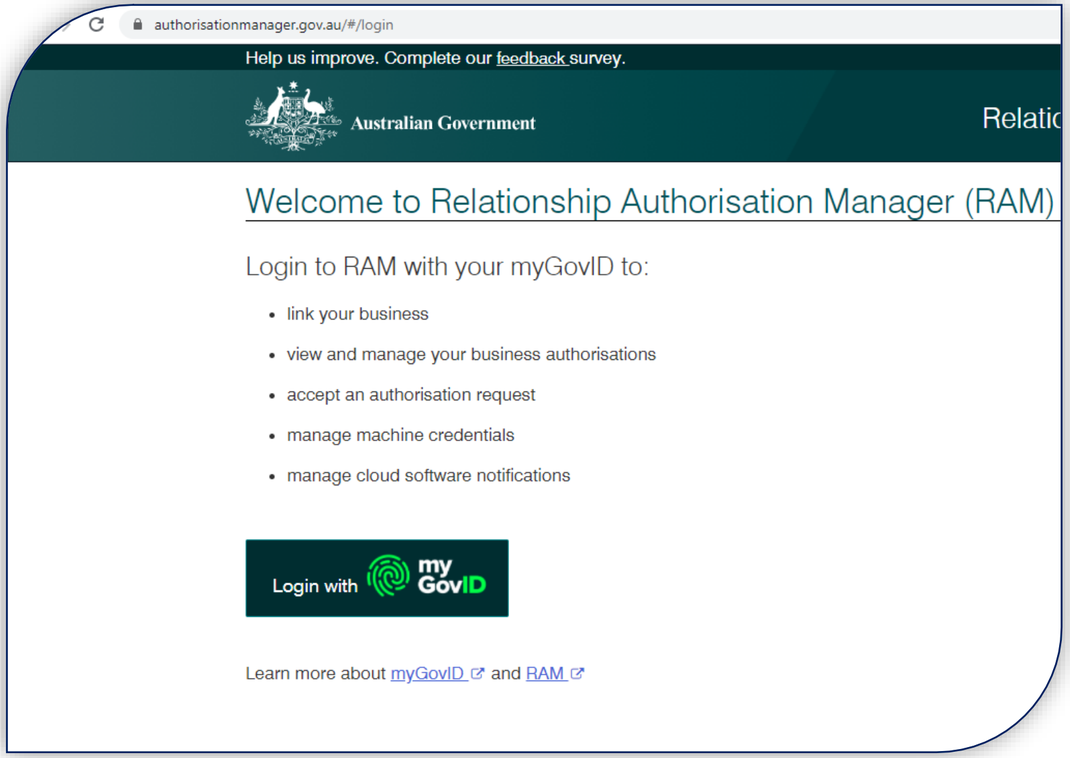
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1.Login to ATO Portal

2.Login with respective MyGov mail ID

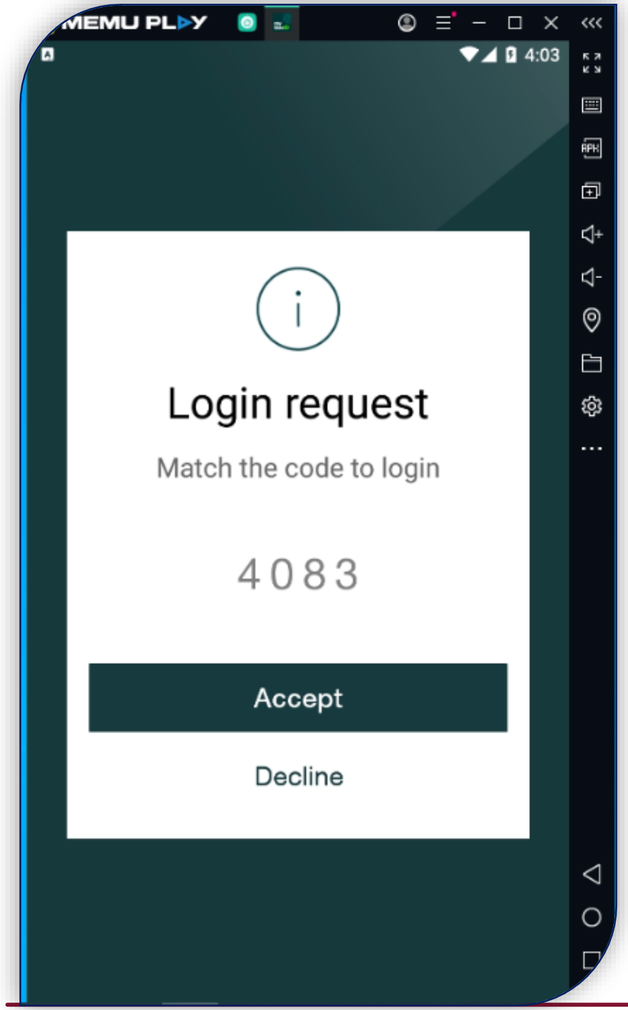


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3.Login Code will appear in the Portal





4.Accept OTP from Anydesk MyGov

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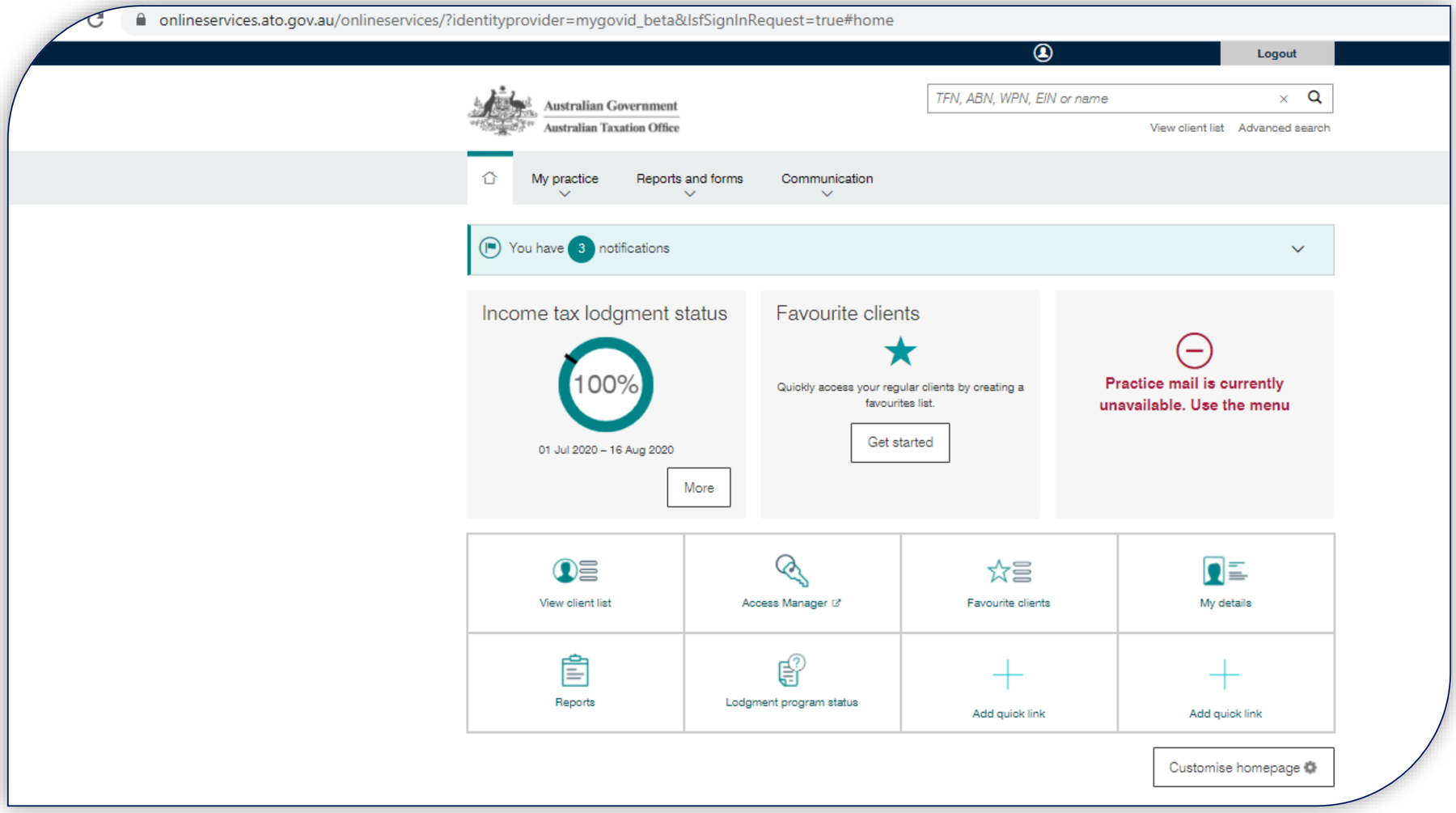
Online services agents of ATO will appear, Select Agent



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CARISMA SOLUTIONS

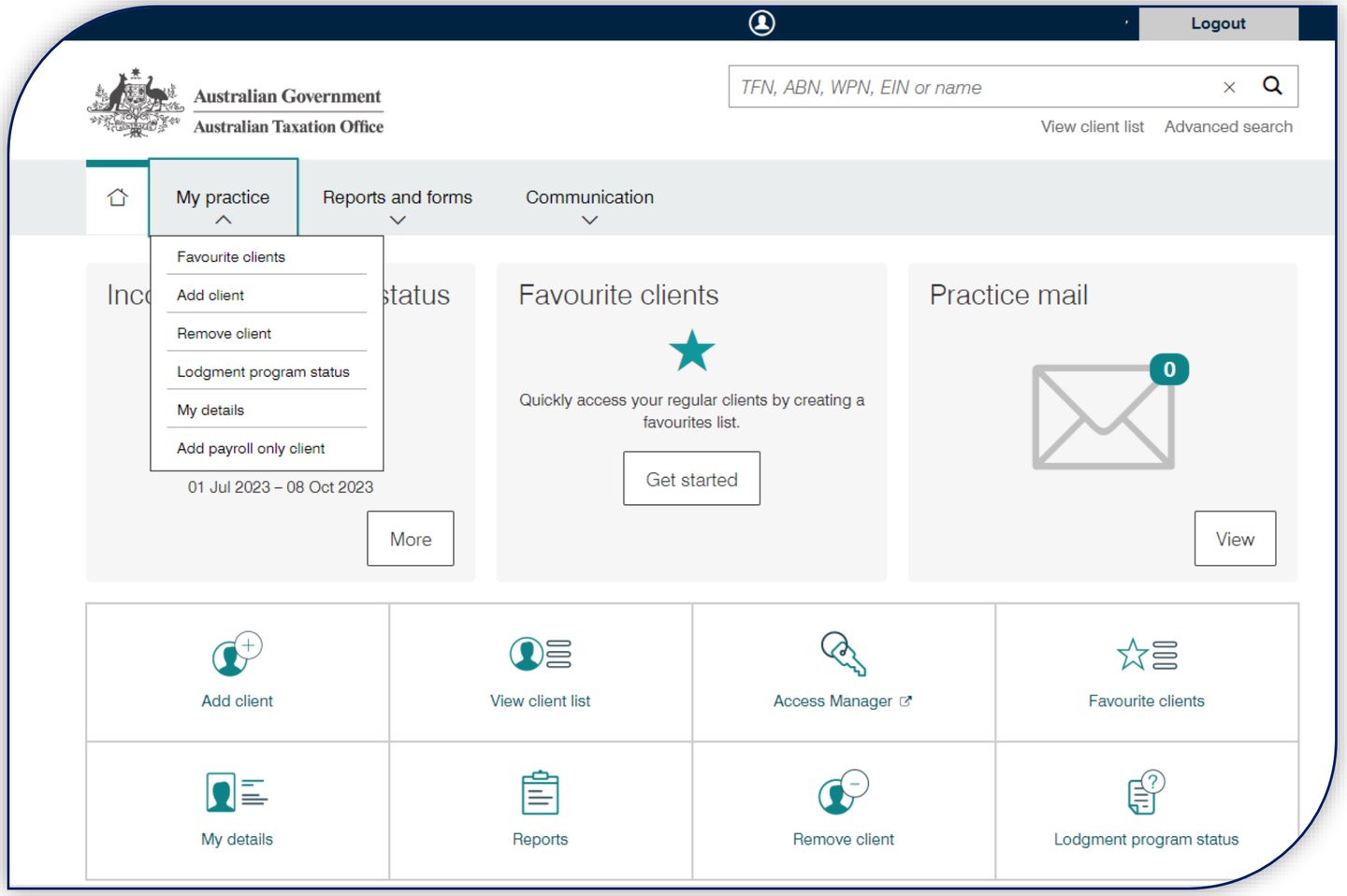
Home page will appear



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CARISMA SOLUTIONS

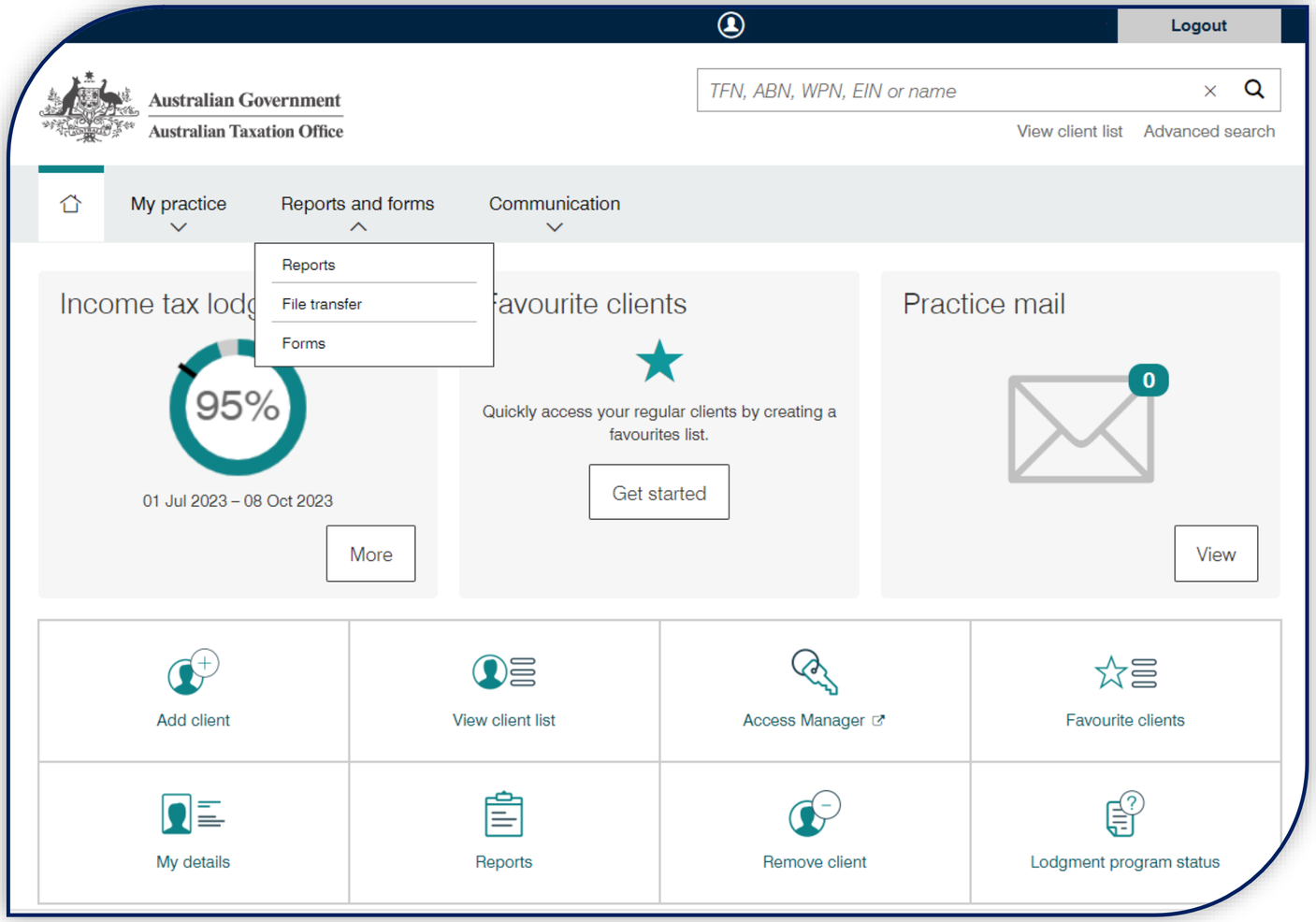
Home Page ⟶ My Practice Tab



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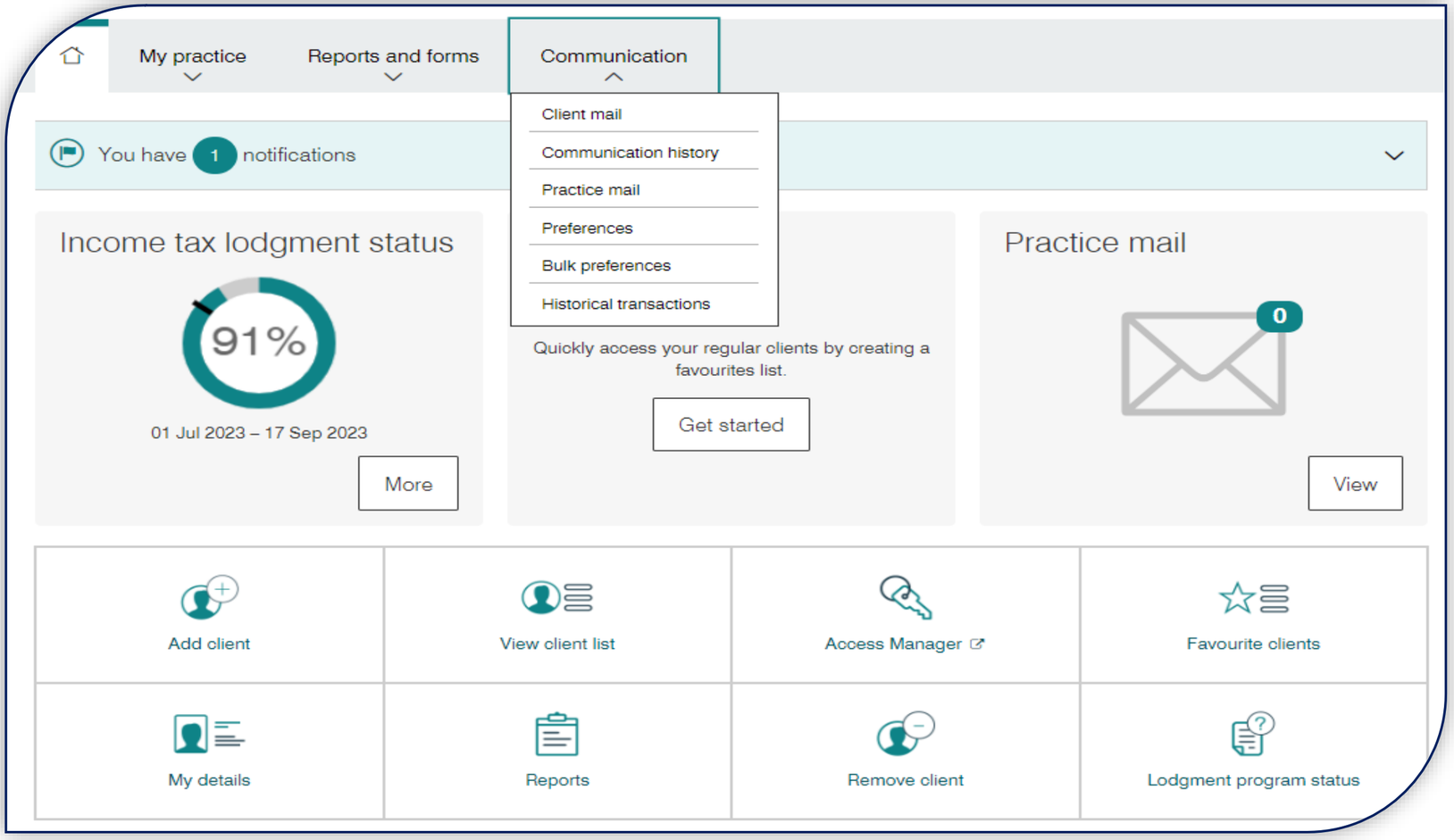
Home Page——→ Reports & Forms Tab



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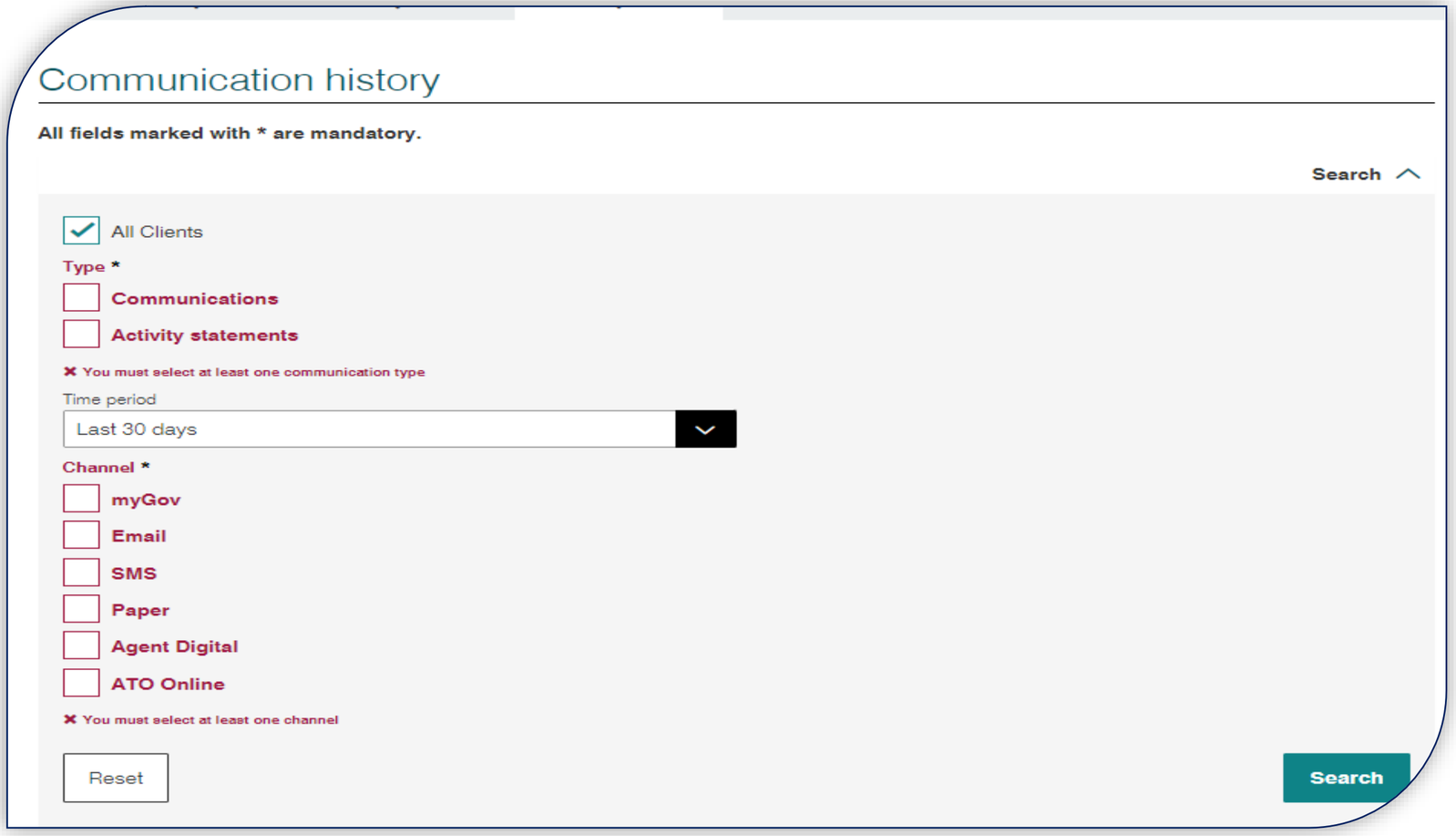
Home Page — Communication Tab



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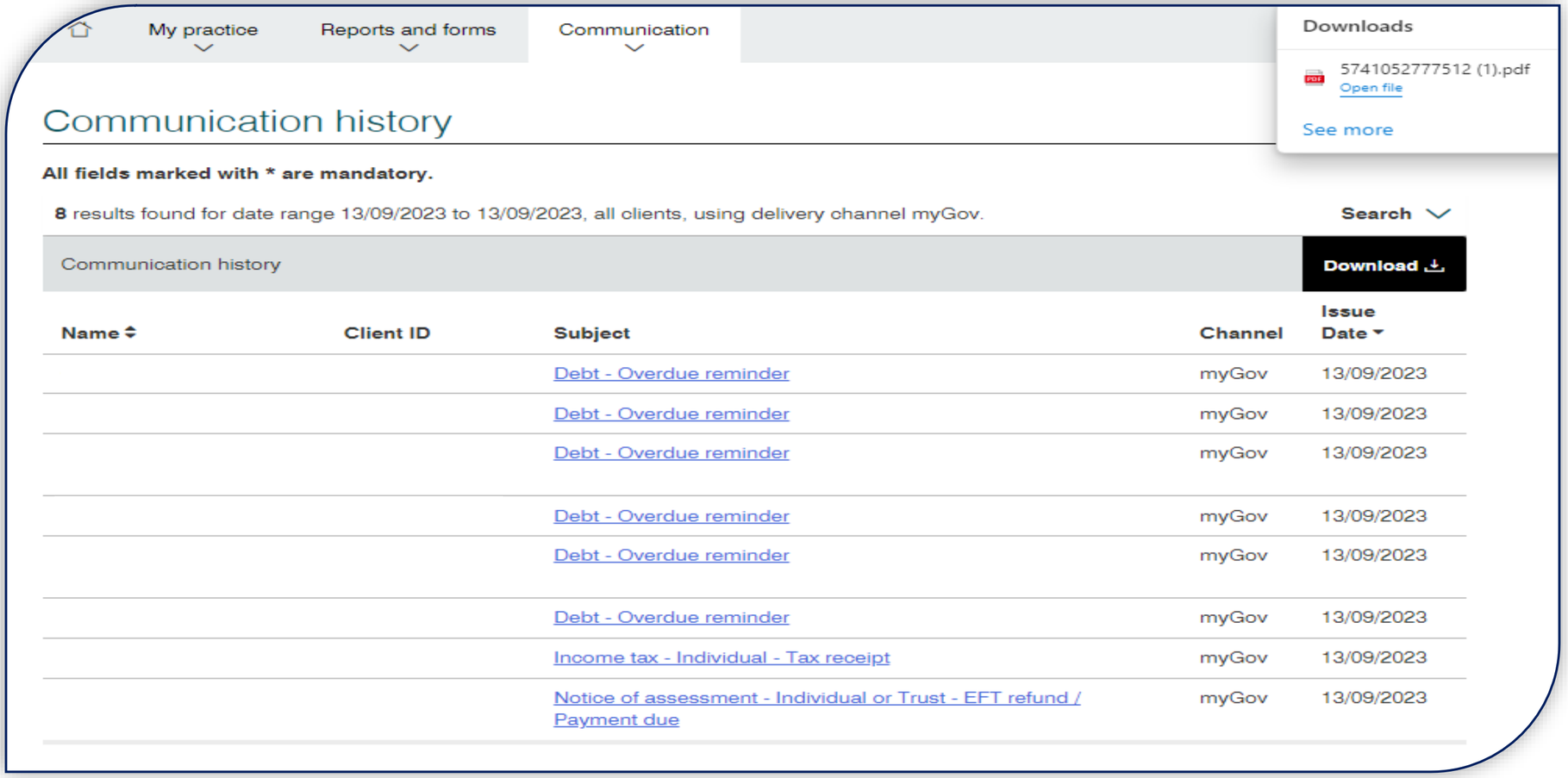
In this we can select the options according to which documents we prefer



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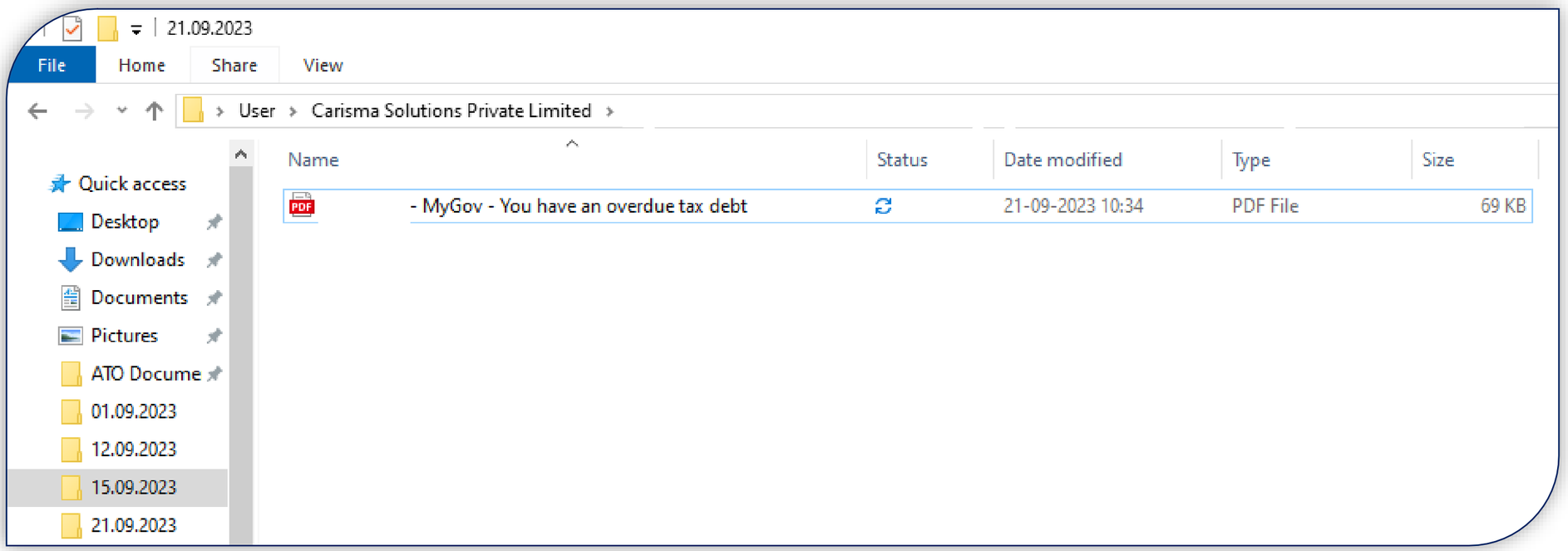
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Download the documents by just clicking the subject column to work on ATO letters



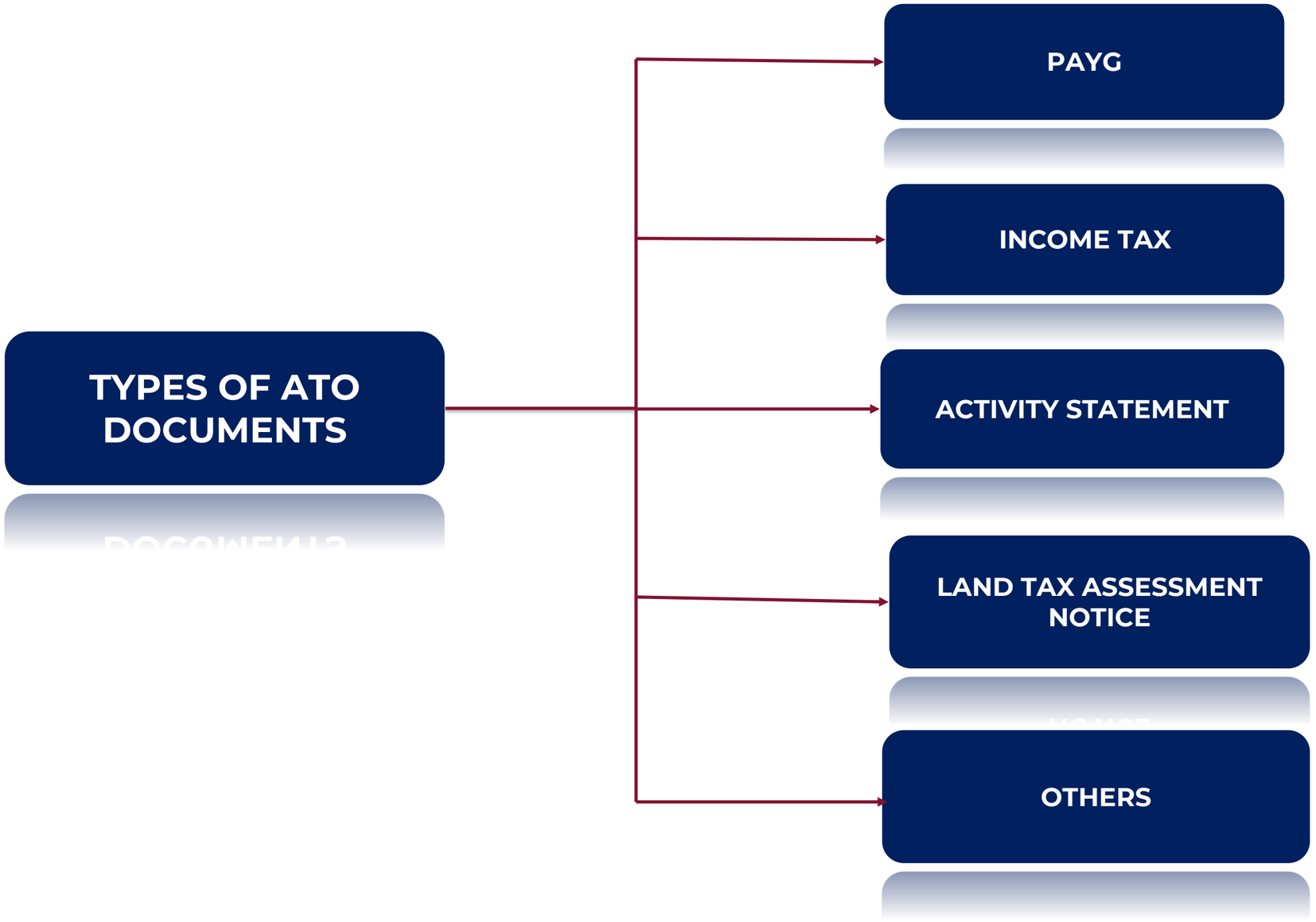
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Save the downloaded document in respective client folder, and rename the file according to the type of the document



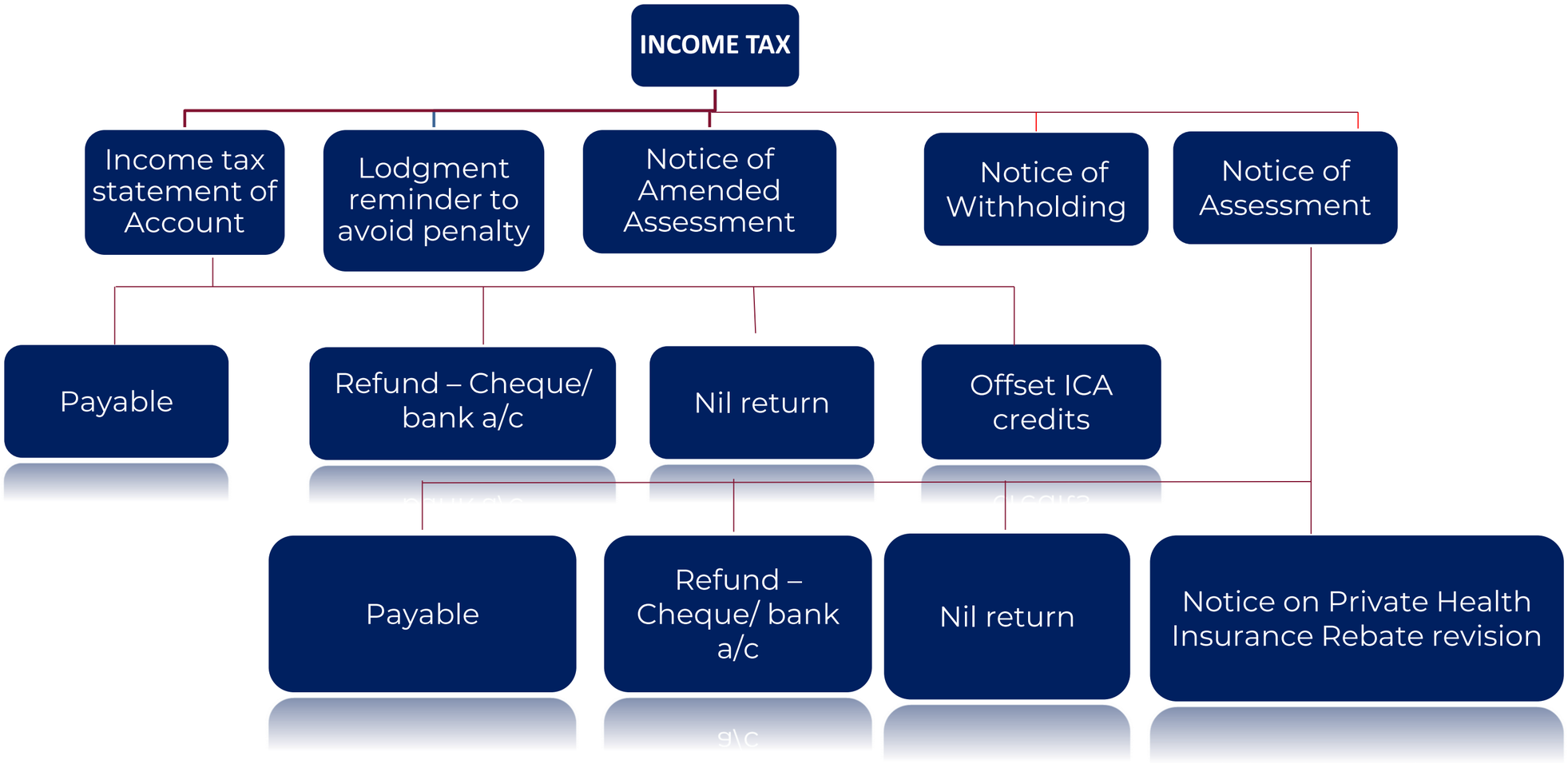
For E.g. If this file contains an Overdue Tax debt document and this document should be renamed as **“Client name – MyGov - You have an overdue tax debt”.**

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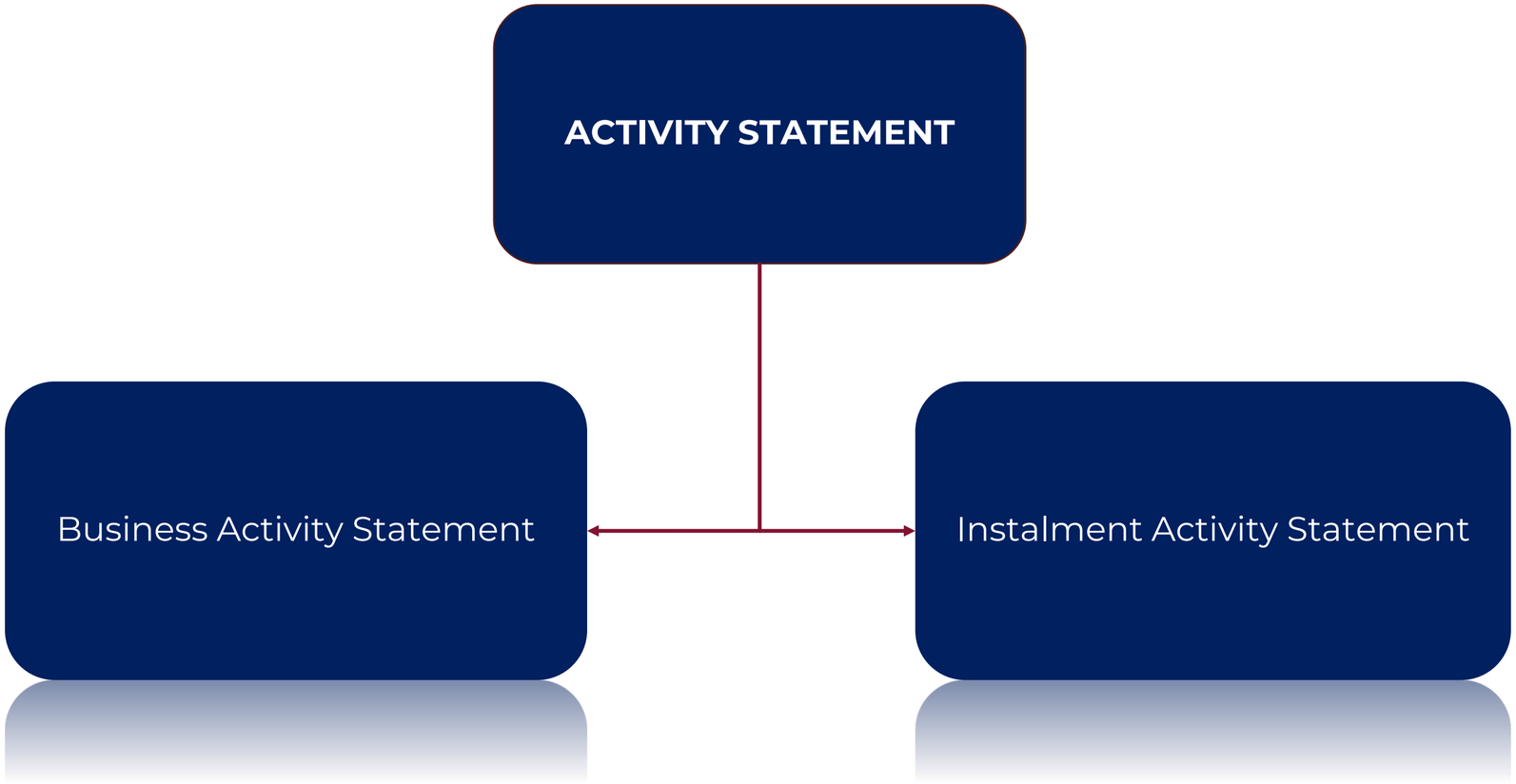
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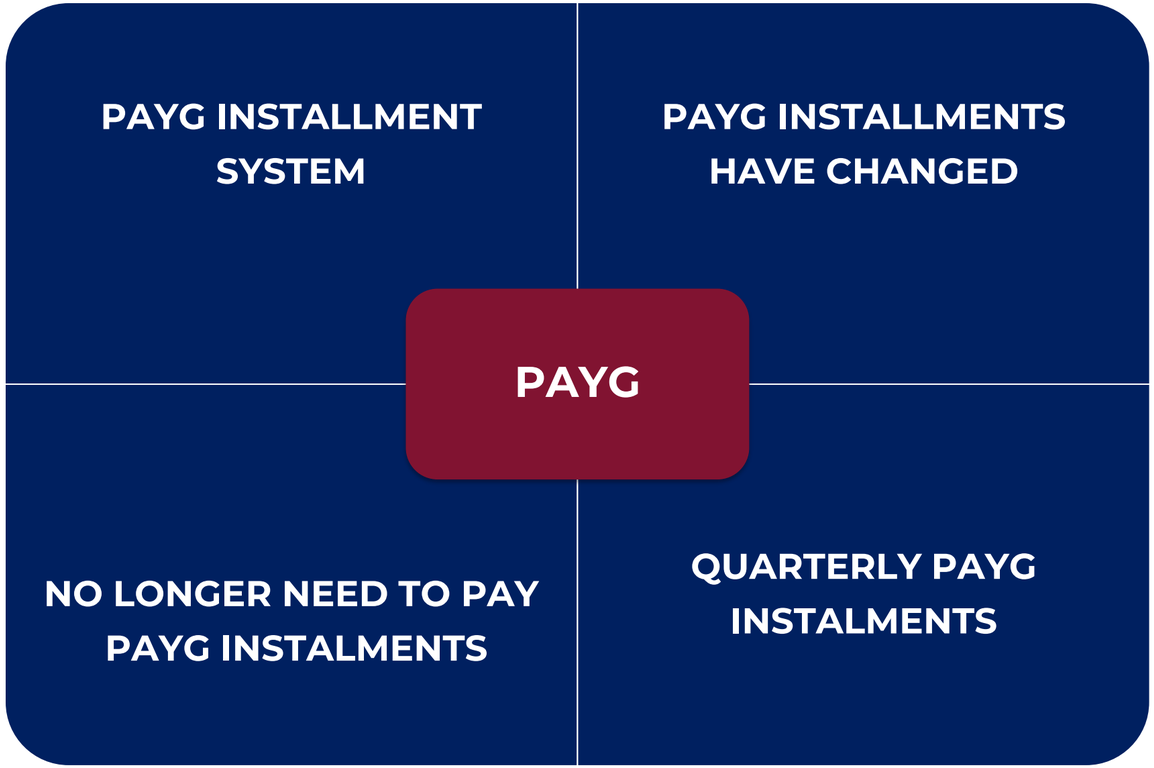
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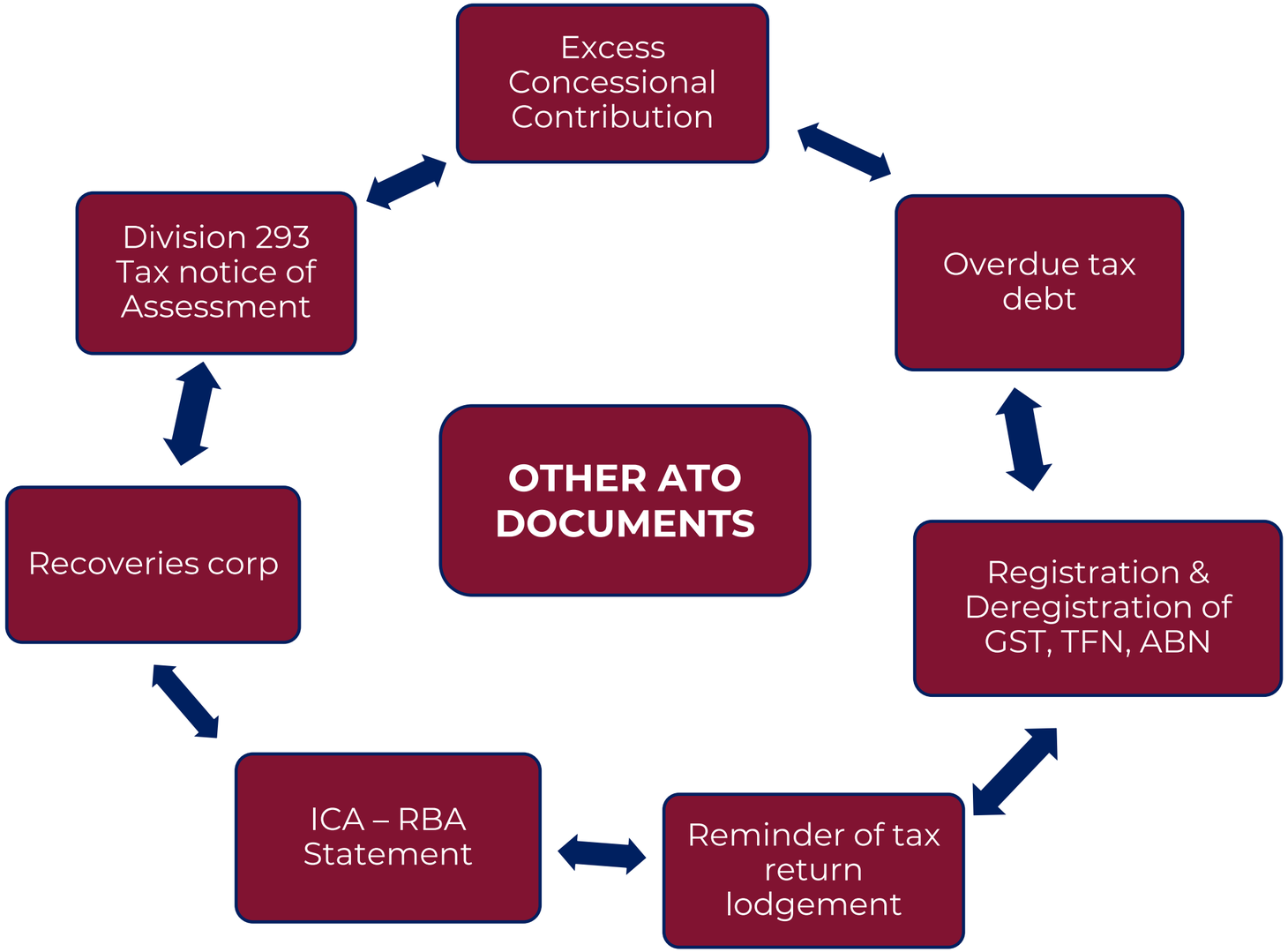


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Ways of Drafting ATO Documents:

- Manual way of Drafting
- Automatic way of Drafting.

❖Manual way of Drafting:

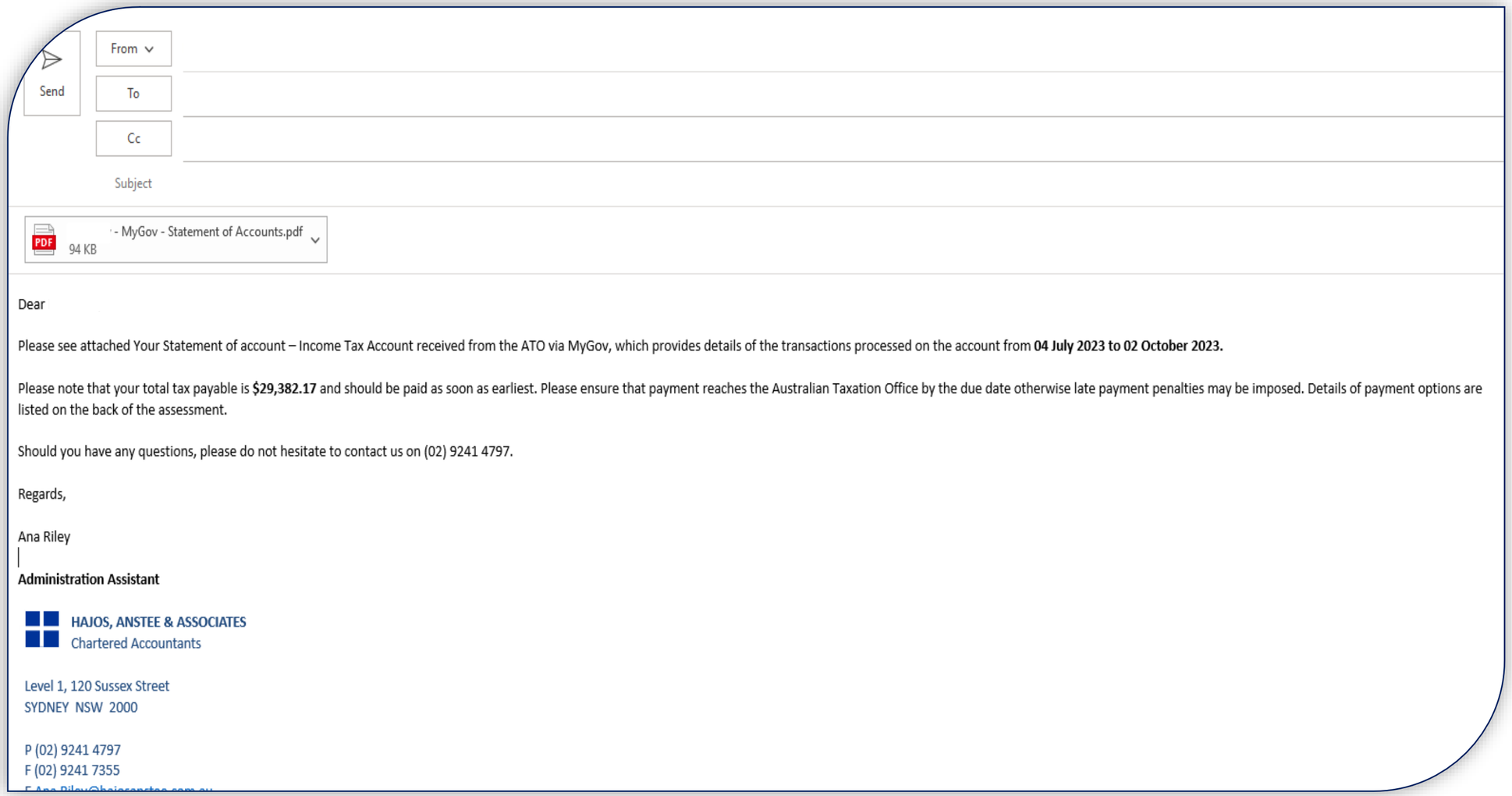
- Mail Drafting.

❖Automatic way of Drafting:

- ATO Mate
- ATO Smart Docs etc.,

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Mail Format for manual way of drafting the ATO documents



Send

From

To

Cc

Subject

- MyGov - Statement of Accounts.pdf
94 KB

Dear

Please see attached Your Statement of account – Income Tax Account received from the ATO via MyGov, which provides details of the transactions processed on the account from **04 July 2023 to 02 October 2023.**

Please note that your total tax payable is **$29,382.17** and should be paid as soon as earliest. Please ensure that payment reaches the Australian Taxation Office by the due date otherwise late payment penalties may be imposed. Details of payment options are listed on the back of the assessment.

Should you have any questions, please do not hesitate to contact us on (02) 9241 4797.

Regards,

Ana Riley

Administration Assistant

HAJOS, ANSTEE & ASSOCIATES
Chartered Accountants

Level 1, 120 Sussex Street
SYDNEY NSW 2000

P (02) 9241 4797
F (02) 9241 7355

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Mail contents for manual way of Drafting ATO Documents:

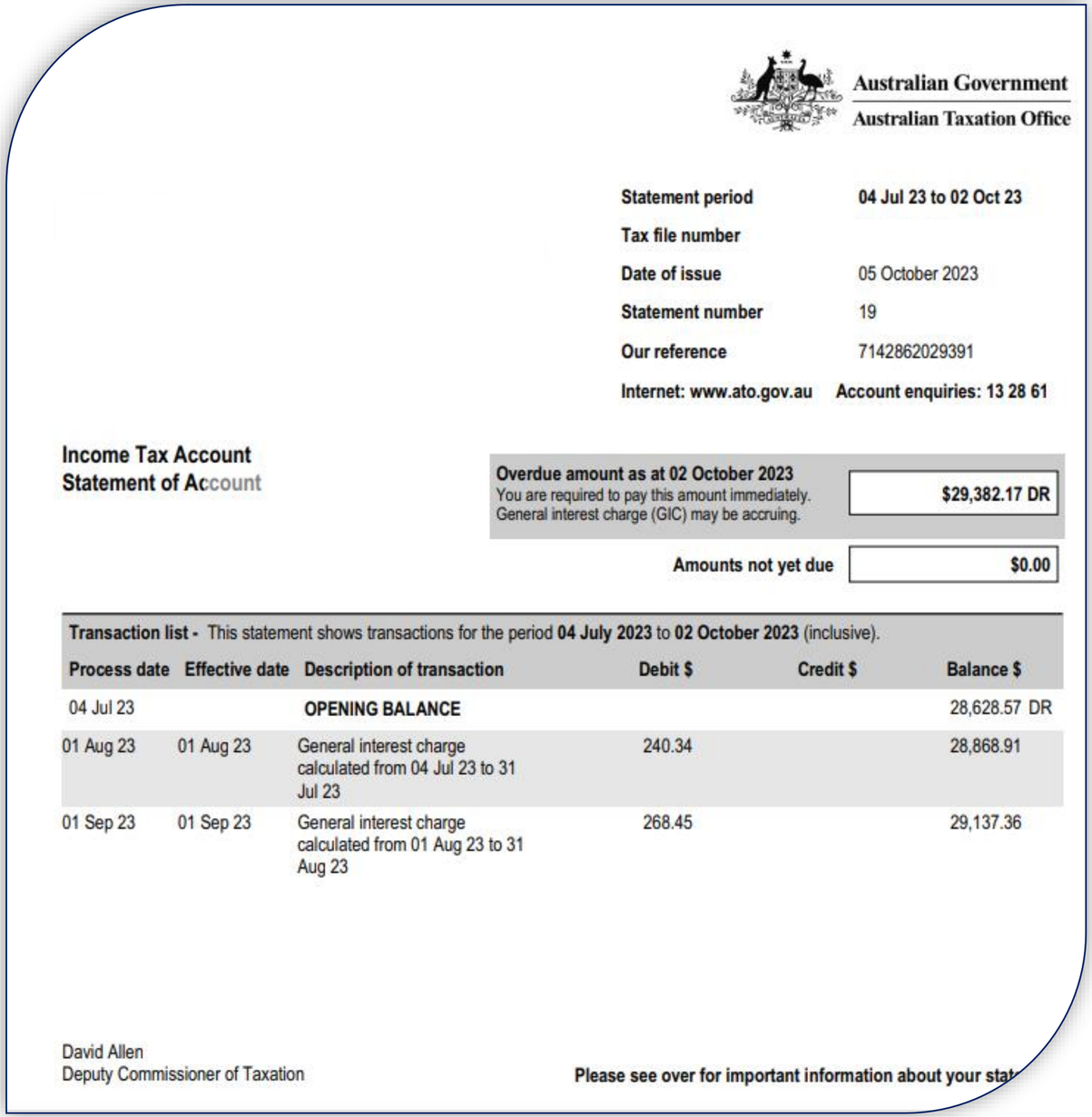
Income tax statement of Account

Payable:

Please see attached Your Statement of account – Income Tax Account received from the ATO via MyGov, which provides details of the transactions processed on the account from **DD/MM/YY to DD/MM/YY.**

Please note that your total tax payable is **$xxx.xx** and should be paid as soon as earliest. Please ensure that payment reaches the Australian Taxation Office by the due date otherwise late payment penalties may be imposed. Details of payment options are listed on the back of the assessment.

Should you have any questions, please do not hesitate to contact us on (02) 9241 4797.



Australian Government
Australian Taxation Office

Statement period	04 Jul 23 to 02 Oct 23
Tax file number	
Date of issue	05 October 2023
Statement number	19
Our reference	7142862029391

Internet: www.ato.gov.au Account enquiries: 13 28 61

Income Tax Account Statement of Account

Overdue amount as at 02 October 2023 You are required to pay this amount immediately. General interest charge (GIC) may be accruing.	$29,382.17 DR
Amounts not yet due	$0.00

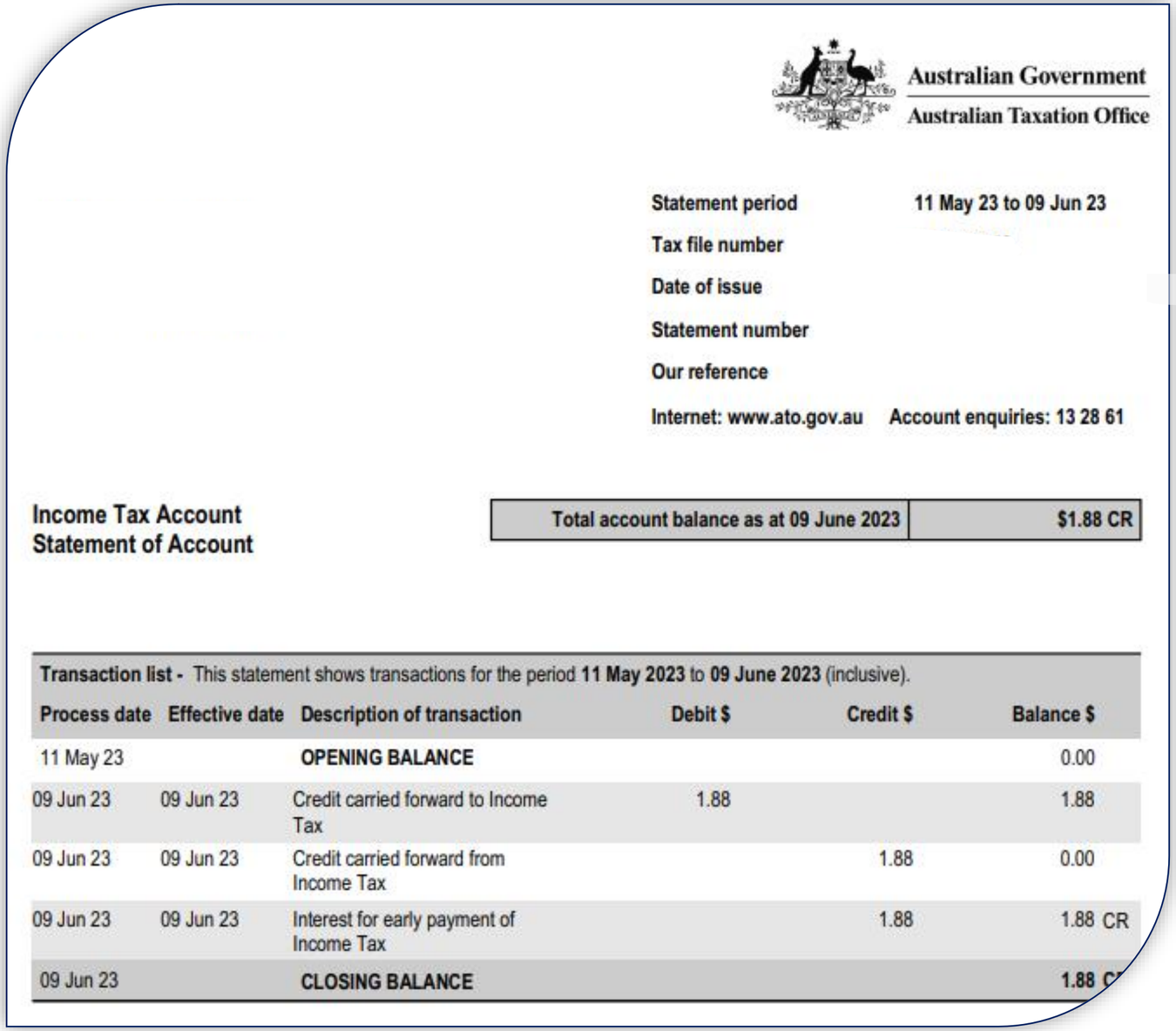
Transaction list - This statement shows transactions for the period **04 July 2023** to **02 October 2023** (inclusive).

Process date	Effective date	Description of transaction	Debit $	Credit $	Balance $
04 Jul 23		OPENING BALANCE			28,628.57 DR
01 Aug 23	01 Aug 23	General interest charge calculated from 04 Jul 23 to 31 Jul 23	240.34		28,868.91
01 Sep 23	01 Sep 23	General interest charge calculated from 01 Aug 23 to 31 Aug 23	268.45		29,137.36

David Allen
Deputy Commissioner of Taxation

Please see over for important information about your stat

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Australian Government
Australian Taxation Office

Statement period 11 May 23 to 09 Jun 23
Tax file number
Date of issue
Statement number
Our reference
Internet: www.ato.gov.au Account enquiries: 13 28 61

Income Tax Account
Statement of Account

Total account balance as at 09 June 2023	$1.88 CR

Transaction list - This statement shows transactions for the period **11 May 2023** to **09 June 2023** (inclusive).

Process date	Effective date	Description of transaction	Debit $	Credit $	Balance $
11 May 23		**OPENING BALANCE**			0.00
09 Jun 23	09 Jun 23	Credit carried forward to Income Tax	1.88		1.88
09 Jun 23	09 Jun 23	Credit carried forward from Income Tax		1.88	0.00
09 Jun 23	09 Jun 23	Interest for early payment of Income Tax		1.88	1.88 CR
09 Jun 23		**CLOSING BALANCE**			1.88 CR

Refund:

Please find attached your Statement of account – Income Tax Account received from the ATO via MyGov, which provides details of the transactions processed on the account from **DD/MM/YY to DD/MM/YY**.

Please note that Your total refund of $xxx.xx has been Credit carried forward from Income Tax. Please check your account and let us know if the refund has not been deposited.

Please contact me should you wish to discuss the matter.

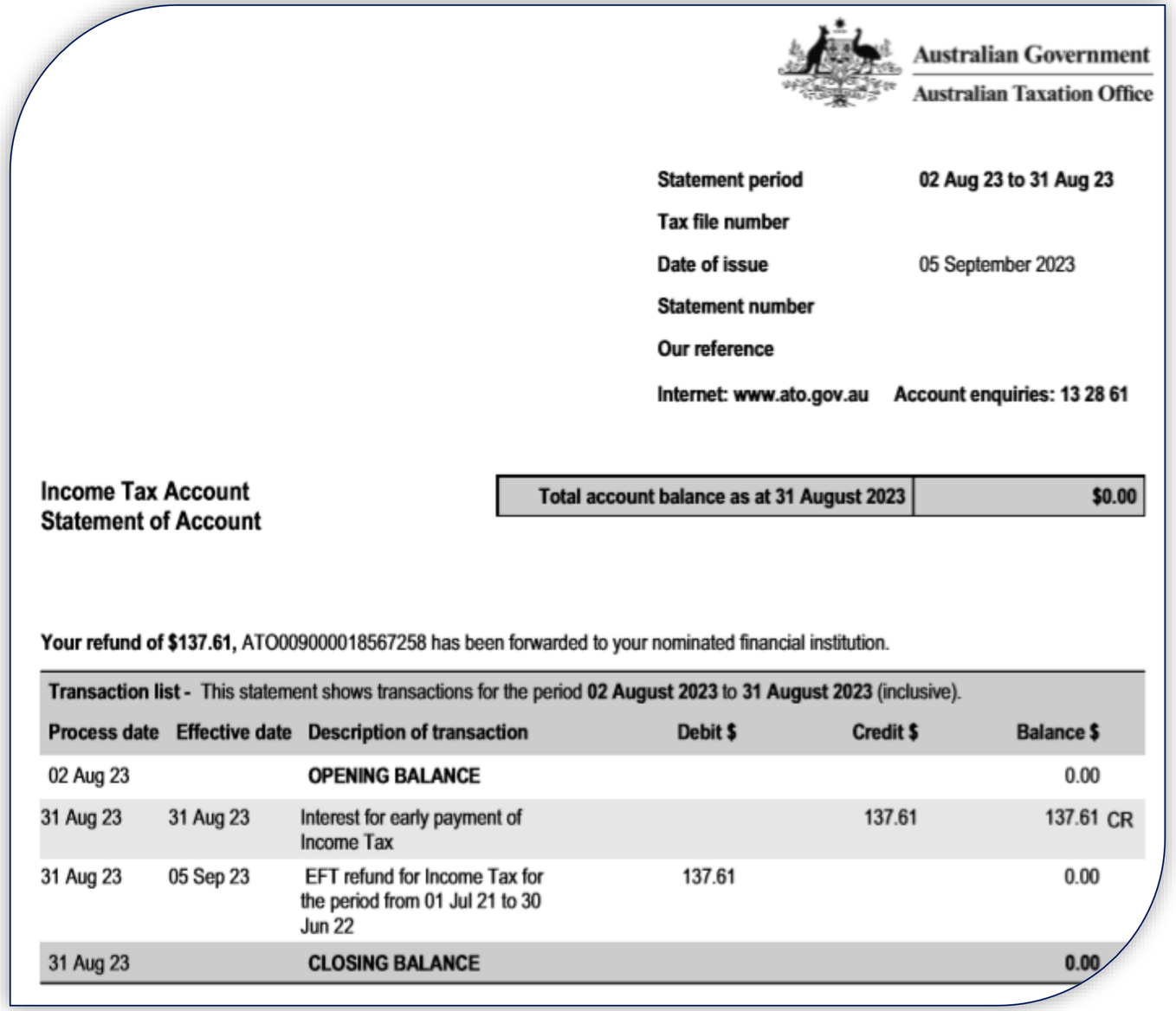
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Nil:

Please find attached your Statement of account – Income Tax Account received from the ATO via MyGov, which provides details of the transactions processed on the account from **DD/MM/YY to DD/MM/YY**.

The Statement showing a **Nil** tax liability is attached. Hence, No action required.

Please contact me should you wish to discuss the matter.



Australian Government
Australian Taxation Office

Statement period	**02 Aug 23 to 31 Aug 23**
Tax file number	
Date of issue	05 September 2023
Statement number	
Our reference	

Internet: www.ato.gov.au **Account enquiries: 13 28 61**

Income Tax Account
Statement of Account

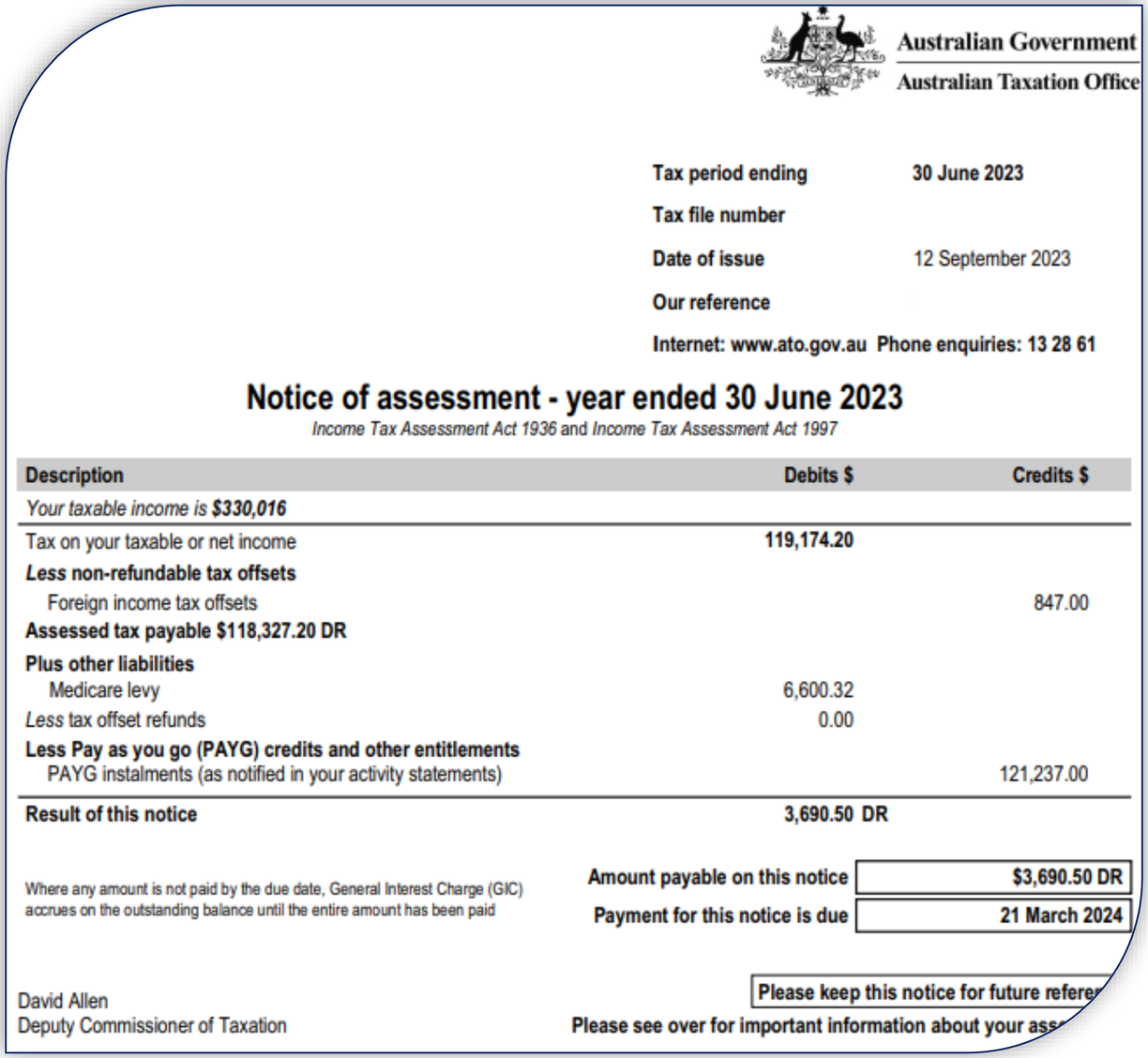
Total account balance as at 31 August 2023	**$0.00**

Your refund of $137.61, ATO009000018567258 has been forwarded to your nominated financial institution.

Transaction list - This statement shows transactions for the period **02 August 2023** to **31 August 2023** (inclusive).

Process date	Effective date	Description of transaction	Debit $	Credit $	Balance $
02 Aug 23		**OPENING BALANCE**			0.00
31 Aug 23	31 Aug 23	Interest for early payment of Income Tax		137.61	137.61 CR
31 Aug 23	05 Sep 23	EFT refund for Income Tax for the period from 01 Jul 21 to 30 Jun 22	137.61		0.00
31 Aug 23		**CLOSING BALANCE**			**0.00**

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Australian Government
Australian Taxation Office

Tax period ending 30 June 2023
Tax file number
Date of issue 12 September 2023
Our reference
Internet: www.ato.gov.au Phone enquiries: 13 28 61

Notice of assessment - year ended 30 June 2023

Income Tax Assessment Act 1936 and *Income Tax Assessment Act 1997*

Description	Debits $	Credits $
Your taxable income is ***$330,016***		
Tax on your taxable or net income	119,174.20	
Less **non-refundable tax offsets**		
Foreign income tax offsets		847.00
Assessed tax payable $118,327.20 DR		
Plus other liabilities		
Medicare levy	6,600.32	
Less tax offset refunds	0.00	
Less Pay as you go (PAYG) credits and other entitlements		
PAYG instalments (as notified in your activity statements)		121,237.00
Result of this notice	**3,690.50 DR**	

Where any amount is not paid by the due date, General Interest Charge (GIC) accrues on the outstanding balance until the entire amount has been paid

Amount payable on this notice **$3,690.50 DR**
Payment for this notice is due **21 March 2024**

Please keep this notice for future refere

David Allen
Deputy Commissioner of Taxation

Please see over for important information about your ass

Notice of Assessment

Payable:

Please find attached your notice of assessment received from ATO via MyGov for the financial year ended 30 June 20XX, which is in accordance with the return lodged. The calculation of tax is correct and in agreement with our estimate provided.

The tax payable which amounts to **$xxx.xx** is due for payment by the **DD/MM/YY**.

Please ensure that payment reaches the Australian Taxation Office by the due date otherwise late payment penalties may be imposed. Details of payment options are listed on the back of the assessment.

Please contact me should you wish to discuss the matter.

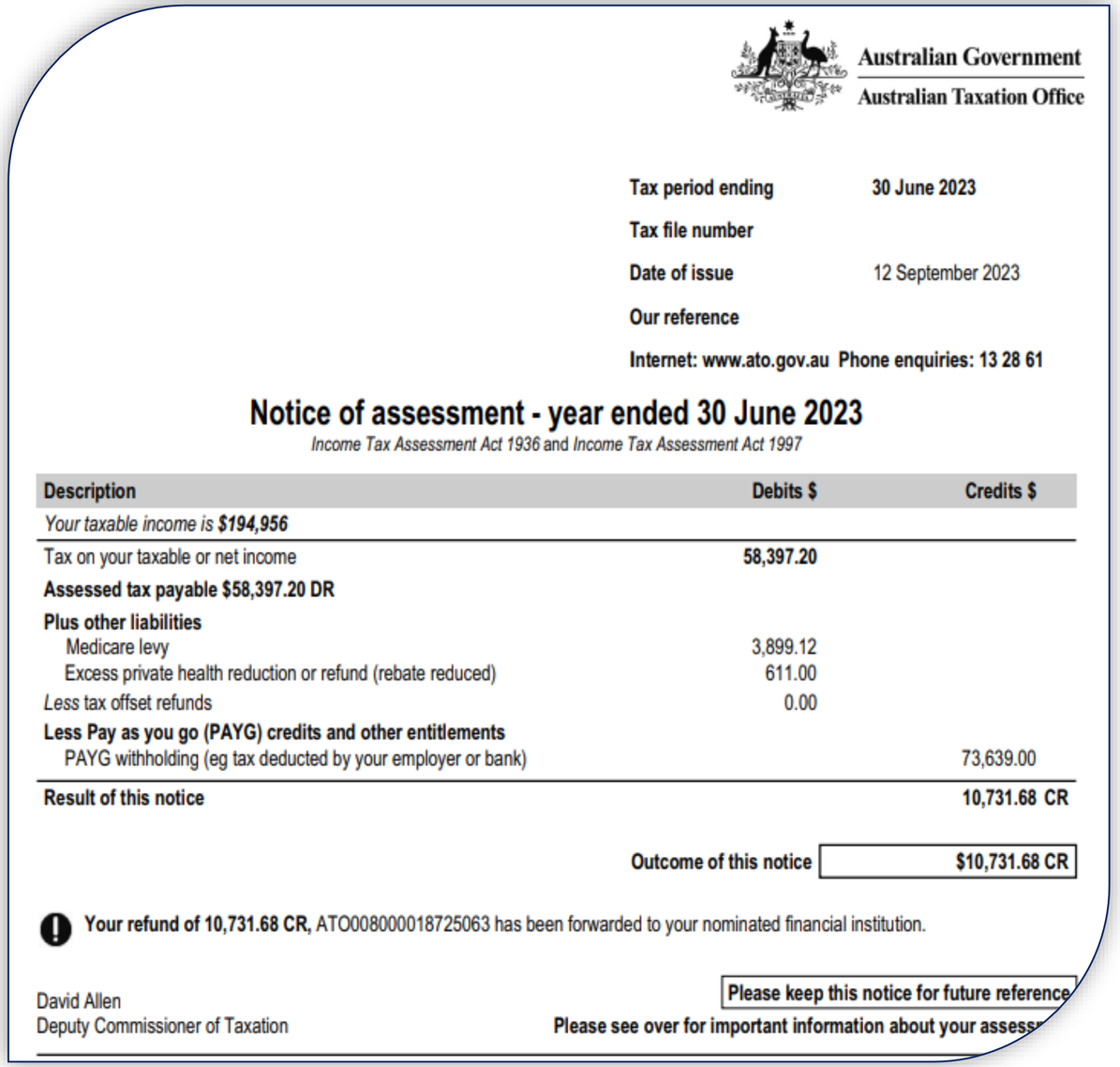
Carisma Solutions confidential. Please do not distribute.

Refund:

Please find attached your notice of assessment received via MyGov, for the financial year ended 30 June 20xx, which is in accordance with the return lodged. The calculation of tax is correct and in agreement with our estimate provided.

Your refund of $xxx.xx has been deposited by the Australian Taxation Office into your nominated bank account. Please check your account and let us know if the refund has not been deposited.

Please contact me should you wish to discuss the matter.



Australian Government
Australian Taxation Office

Tax period ending 30 June 2023
Tax file number
Date of issue 12 September 2023
Our reference
Internet: www.ato.gov.au Phone enquiries: 13 28 61

Notice of assessment - year ended 30 June 2023

Income Tax Assessment Act 1936 and *Income Tax Assessment Act 1997*

Description	Debits $	Credits $
Your taxable income is ***$194,956***		
Tax on your taxable or net income	**58,397.20**	
Assessed tax payable $58,397.20 DR		
Plus other liabilities		
Medicare levy	3,899.12	
Excess private health reduction or refund (rebate reduced)	611.00	
Less tax offset refunds	0.00	
Less Pay as you go (PAYG) credits and other entitlements		
PAYG withholding (eg tax deducted by your employer or bank)		73,639.00
Result of this notice		**10,731.68 CR**

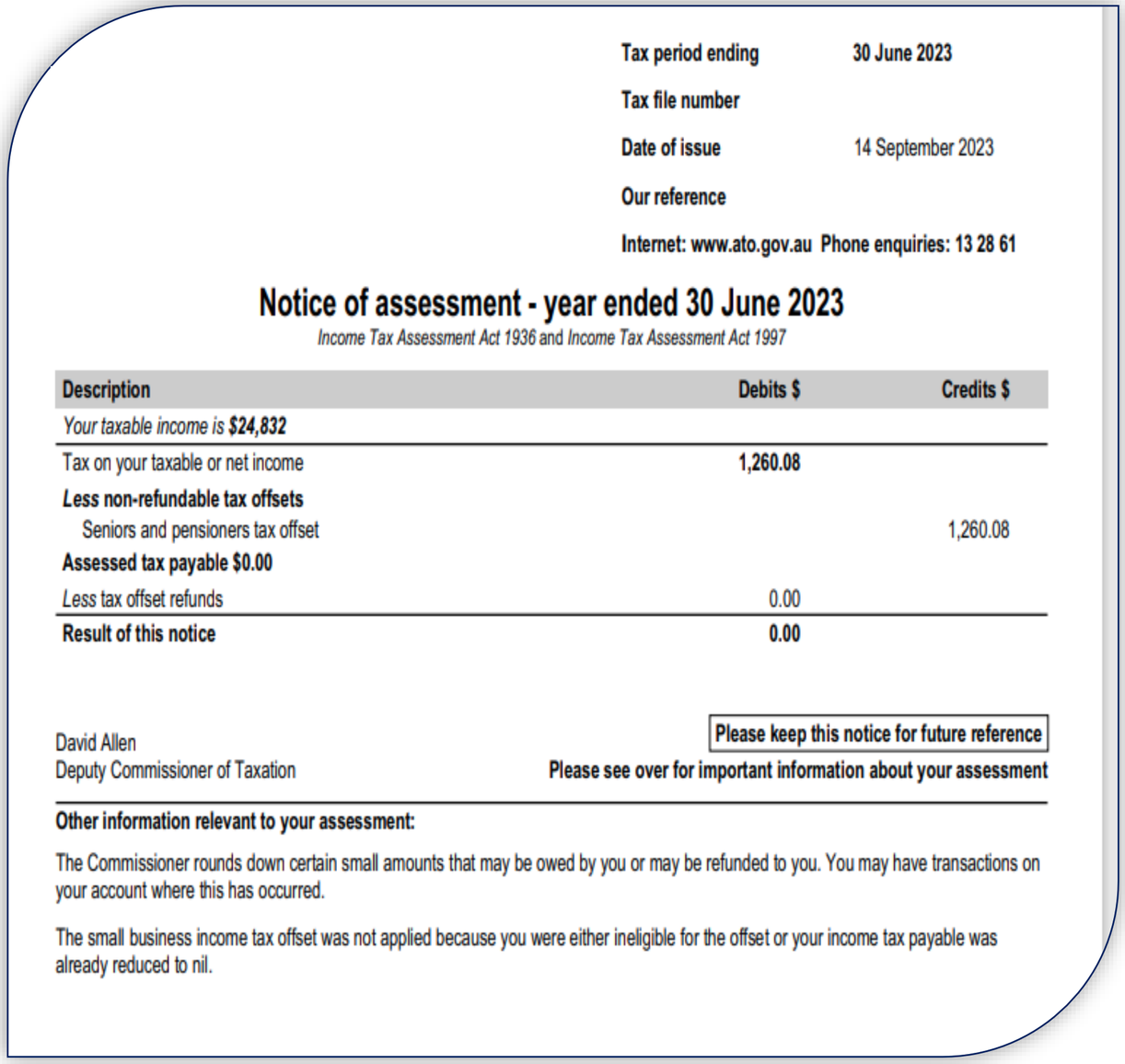
Outcome of this notice **$10,731.68 CR**

Your refund of 10,731.68 CR, ATO008000018725063 has been forwarded to your nominated financial institution.

David Allen
Deputy Commissioner of Taxation

Please keep this notice for future reference
Please see over for important information about your assess

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Tax period ending 30 June 2023

Tax file number

Date of issue 14 September 2023

Our reference

Internet: www.ato.gov.au Phone enquiries: 13 28 61

Notice of assessment - year ended 30 June 2023

Income Tax Assessment Act 1936 and *Income Tax Assessment Act 1997*

Description	Debits $	Credits $
Your taxable income is ***$24,832***		
Tax on your taxable or net income	**1,260.08**	
Less non-refundable tax offsets		
Seniors and pensioners tax offset		1,260.08
Assessed tax payable $0.00		
Less tax offset refunds	0.00	
Result of this notice	**0.00**	

David Allen
Deputy Commissioner of Taxation

Please keep this notice for future reference

Please see over for important information about your assessment

Other information relevant to your assessment:

The Commissioner rounds down certain small amounts that may be owed by you or may be refunded to you. You may have transactions on your account where this has occurred.

The small business income tax offset was not applied because you were either ineligible for the offset or your income tax payable was already reduced to nil.

Nil Notice:

I enclose your Notice of Assessment of income tax based on income derived during the year ended 30 June 20xx. The amount of tax payable is NIL.

I have checked the Assessment and having found it to be correct, enclose the Notice for your records. This letter is for your information only and no action is required on your behalf.

Please contact me should you wish to discuss the matter.

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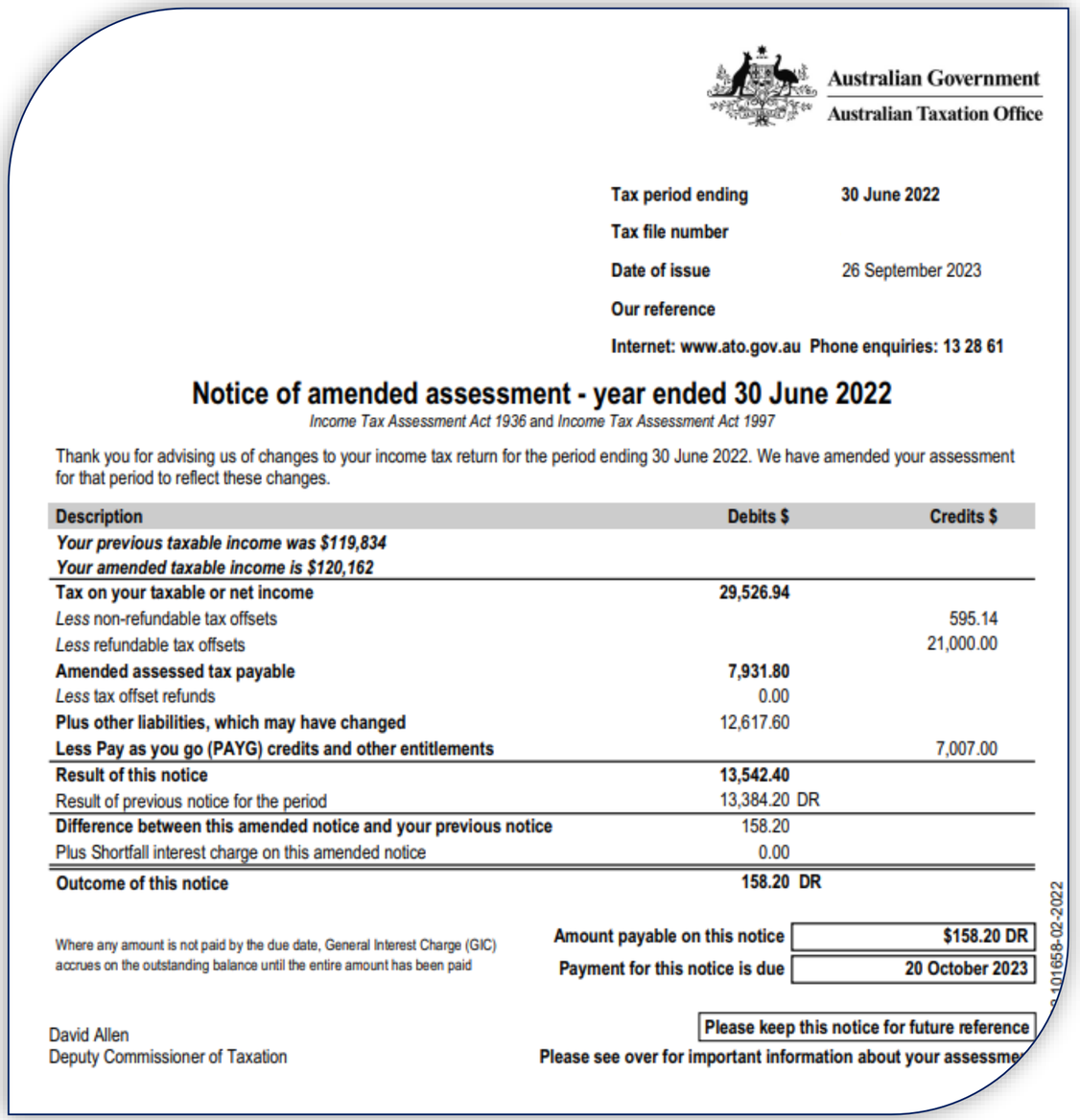
Notice of Amended Assessment

Please find attached your notice of amended assessment received via MyGov, for the financial year ended DD/MM/YY, the amendment was initiated by you because your taxable income has been increased in the amended tax return 20xx as compared with old return.

Your notice of amended assessment has a payable of $xxx.xx and it should be paid as on DD/MM/YY.

Please ensure that payment reaches the Australian Taxation Office Otherwise, late payment penalties may be imposed. Details of payment options are listed on the back of the assessment.

Please contact me should you wish to discuss the matter.



Australian Government
Australian Taxation Office

Tax period ending 30 June 2022
Tax file number
Date of issue 26 September 2023
Our reference
Internet: www.ato.gov.au Phone enquiries: 13 28 61

Notice of amended assessment - year ended 30 June 2022

Income Tax Assessment Act 1936 and *Income Tax Assessment Act 1997*

Thank you for advising us of changes to your income tax return for the period ending 30 June 2022. We have amended your assessment for that period to reflect these changes.

Description	Debits $	Credits $
Your previous taxable income was $119,834		
Your amended taxable income is $120,162		
Tax on your taxable or net income	**29,526.94**	
Less non-refundable tax offsets		595.14
Less refundable tax offsets		21,000.00
Amended assessed tax payable	**7,931.80**	
Less tax offset refunds	0.00	
Plus other liabilities, which may have changed	12,617.60	
Less Pay as you go (PAYG) credits and other entitlements		7,007.00
Result of this notice	**13,542.40**	
Result of previous notice for the period	13,384.20 DR	
Difference between this amended notice and your previous notice	158.20	
Plus Shortfall interest charge on this amended notice	0.00	
Outcome of this notice	**158.20 DR**	

Where any amount is not paid by the due date, General Interest Charge (GIC) accrues on the outstanding balance until the entire amount has been paid

Amount payable on this notice **$158.20 DR**
Payment for this notice is due **20 October 2023**

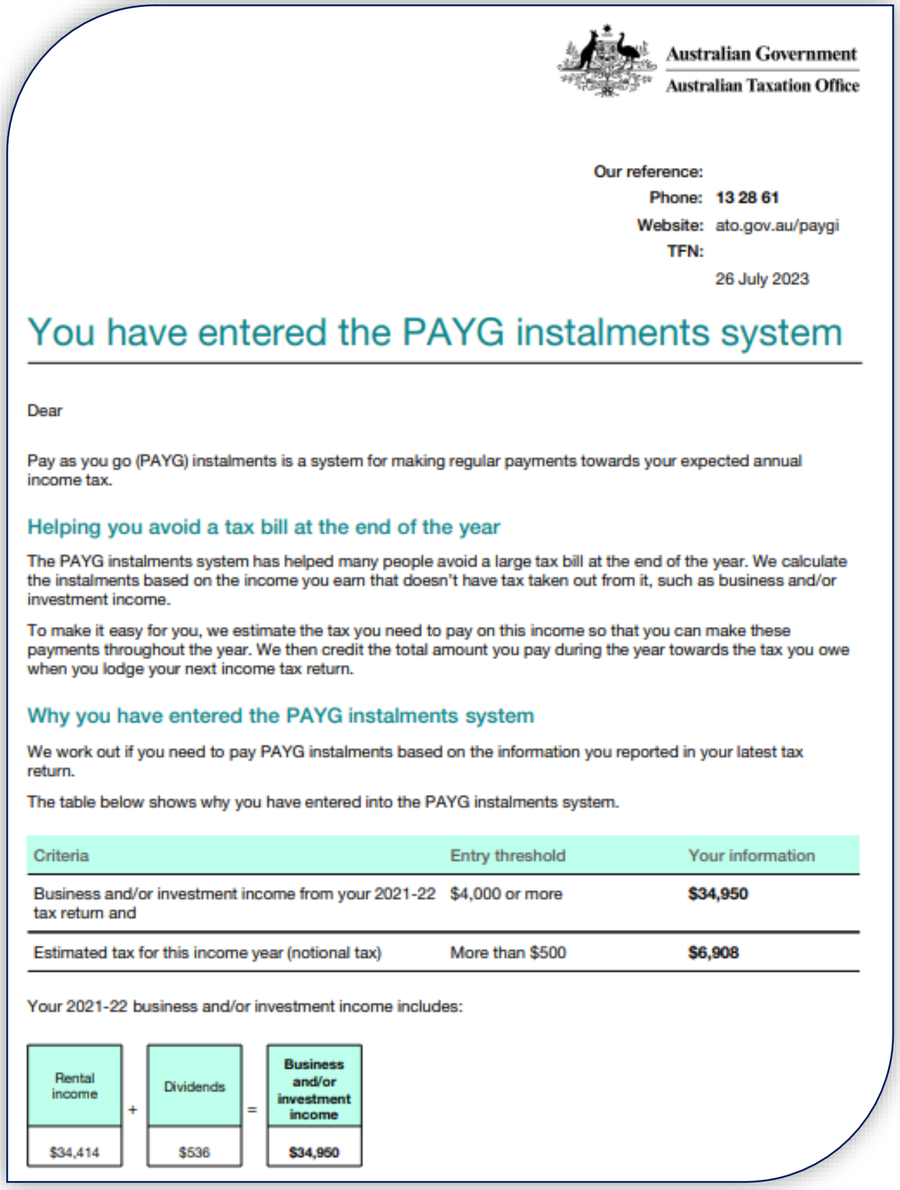
Please keep this notice for future reference

David Allen
Deputy Commissioner of Taxation

Please see over for important information about your assessme

2101658-02-2022

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Australian Government
Australian Taxation Office

Our reference:
Phone: 13 28 61
Website: ato.gov.au/paygi
TFN:

26 July 2023

You have entered the PAYG instalments system

Dear

Pay as you go (PAYG) instalments is a system for making regular payments towards your expected annual income tax.

Helping you avoid a tax bill at the end of the year

The PAYG instalments system has helped many people avoid a large tax bill at the end of the year. We calculate the instalments based on the income you earn that doesn't have tax taken out from it, such as business and/or investment income.

To make it easy for you, we estimate the tax you need to pay on this income so that you can make these payments throughout the year. We then credit the total amount you pay during the year towards the tax you owe when you lodge your next income tax return.

Why you have entered the PAYG instalments system

We work out if you need to pay PAYG instalments based on the information you reported in your latest tax return.

The table below shows why you have entered into the PAYG instalments system.

Criteria	Entry threshold	Your information
Business and/or investment income from your 2021-22 tax return and	$4,000 or more	**$34,950**
Estimated tax for this income year (notional tax)	More than $500	**$6,908**

Your 2021-22 business and/or investment income includes:

Rental income	+	Dividends	=	**Business and/or investment income**
$34,414		$536		**$34,950**

PAYG

You have entered the PAYG Instalment System

The PAYG instalment amount and rate will automatically appear on future instalment activity statements issued by the ATO.

Please note that the first activity statement you receive will offer two options:

1. Pay the instalment amount calculated by the ATO, which in your case will be $xxx.xx each quarter; or
2. Pay the instalment amount you work out using your PAYG instalment rate of xxx.xx% as advised by the ATO.

When these instalments are due, the ATO will issue a statement to you which will outline payment amounts and methods.

Therefore, the attached is for your reference and currently no payment is required.

Please contact me should you wish to discuss the matter.

Carisma Solutions confidential. Please do not distribute.

Your PAYG instalments have changed

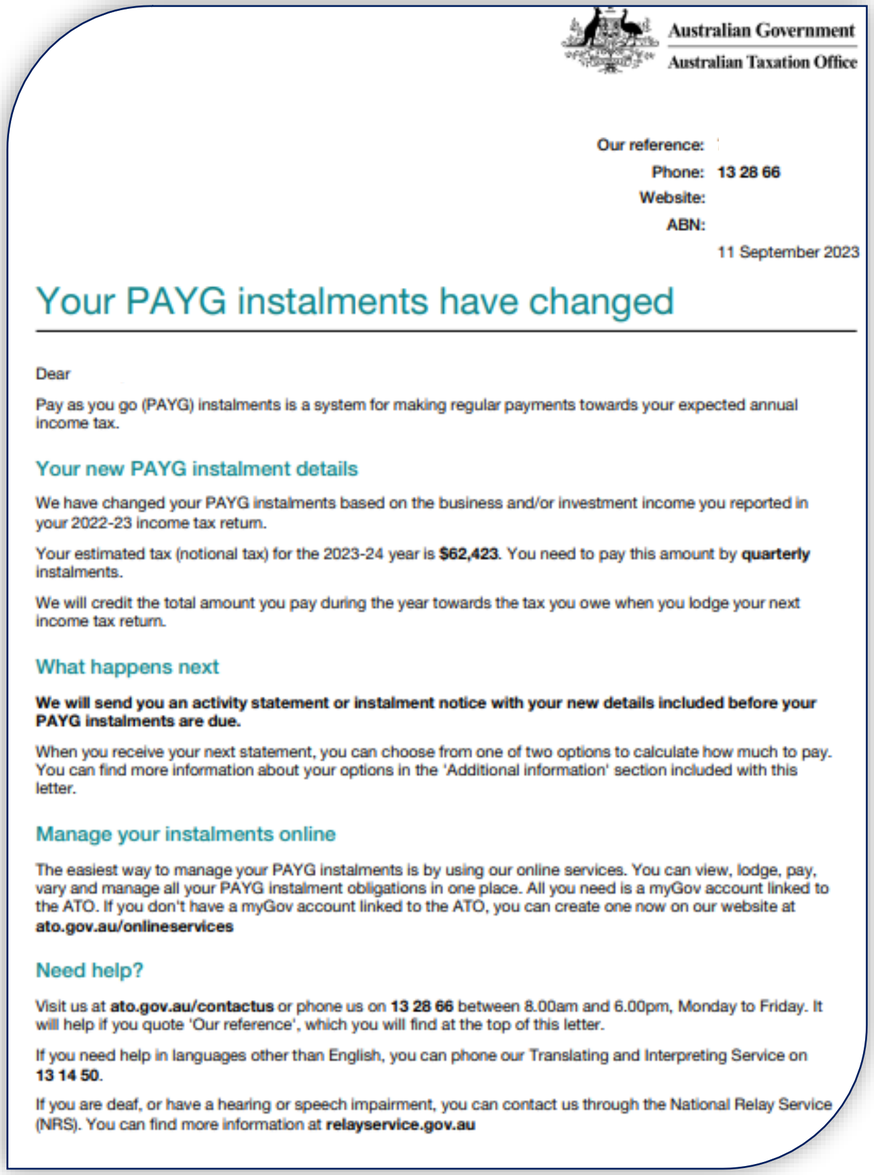
Please note that the first activity statement you receive will offer two options:

1. Pay the instalment amount calculated by the ATO, which in your case will be $xxx.xx each quarter; or
2. Pay the instalment amount you work out using your PAYG instalment rate of xx.xx % as advised by the ATO.

When these instalments are due, the ATO will issue a statement to you which will outline payment amounts and methods.

Therefore, the attached is for your reference and currently no payment is required.

Please contact me should you wish to discuss the matter.



Australian Government
Australian Taxation Office

Our reference:
Phone: 13 28 66
Website:
ABN:

11 September 2023

Your PAYG instalments have changed

Dear

Pay as you go (PAYG) instalments is a system for making regular payments towards your expected annual income tax.

Your new PAYG instalment details

We have changed your PAYG instalments based on the business and/or investment income you reported in your 2022-23 income tax return.

Your estimated tax (notional tax) for the 2023-24 year is **$62,423**. You need to pay this amount by **quarterly** instalments.

We will credit the total amount you pay during the year towards the tax you owe when you lodge your next income tax return.

What happens next

We will send you an activity statement or instalment notice with your new details included before your PAYG instalments are due.

When you receive your next statement, you can choose from one of two options to calculate how much to pay. You can find more information about your options in the 'Additional information' section included with this letter.

Manage your instalments online

The easiest way to manage your PAYG instalments is by using our online services. You can view, lodge, pay, vary and manage all your PAYG instalment obligations in one place. All you need is a myGov account linked to the ATO. If you don't have a myGov account linked to the ATO, you can create one now on our website at **ato.gov.au/onlineservices**

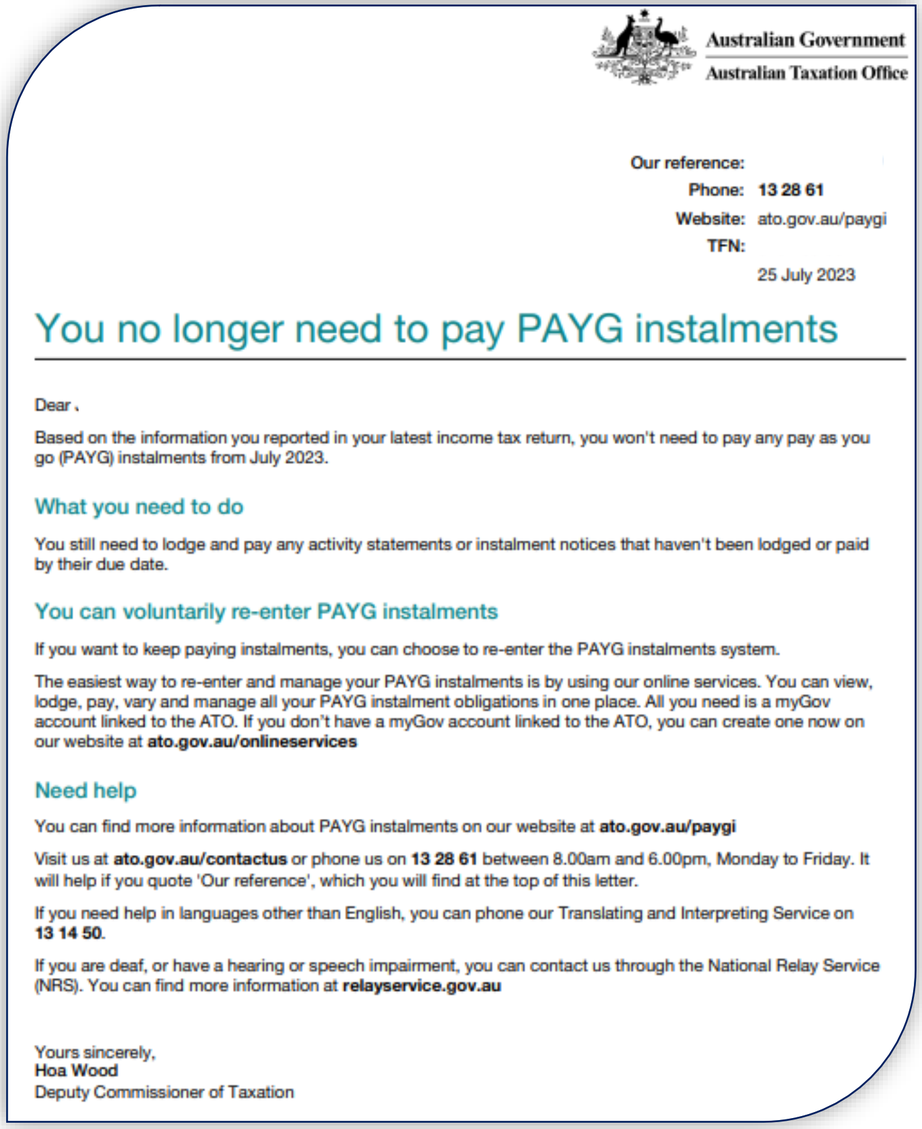
Need help?

Visit us at **ato.gov.au/contactus** or phone us on **13 28 66** between 8.00am and 6.00pm, Monday to Friday. It will help if you quote 'Our reference', which you will find at the top of this letter.

If you need help in languages other than English, you can phone our Translating and Interpreting Service on **13 14 50**.

If you are deaf, or have a hearing or speech impairment, you can contact us through the National Relay Service (NRS). You can find more information at **relayservice.gov.au**

Carisma Solutions confidential. Please do not distribute.



Australian Government
Australian Taxation Office

Our reference:
Phone: **13 28 61**
Website: ato.gov.au/paygi
TFN:

25 July 2023

You no longer need to pay PAYG instalments

Dear ,

Based on the information you reported in your latest income tax return, you won't need to pay any pay as you go (PAYG) instalments from July 2023.

What you need to do

You still need to lodge and pay any activity statements or instalment notices that haven't been lodged or paid by their due date.

You can voluntarily re-enter PAYG instalments

If you want to keep paying instalments, you can choose to re-enter the PAYG instalments system.

The easiest way to re-enter and manage your PAYG instalments is by using our online services. You can view, lodge, pay, vary and manage all your PAYG instalment obligations in one place. All you need is a myGov account linked to the ATO. If you don't have a myGov account linked to the ATO, you can create one now on our website at **ato.gov.au/onlineservices**

Need help

You can find more information about PAYG instalments on our website at **ato.gov.au/paygi**

Visit us at **ato.gov.au/contactus** or phone us on **13 28 61** between 8.00am and 6.00pm, Monday to Friday. It will help if you quote 'Our reference', which you will find at the top of this letter.

If you need help in languages other than English, you can phone our Translating and Interpreting Service on **13 14 50**.

If you are deaf, or have a hearing or speech impairment, you can contact us through the National Relay Service (NRS). You can find more information at **relayservice.gov.au**

Yours sincerely,
Hoa Wood
Deputy Commissioner of Taxation

You no longer need to pay PAYG instalments

Based on the information reported in your latest income tax return, from **MM/YY** you are no longer need to pay PAYG instalments.

Please contact me should you wish to discuss the matter.

Carisma Solutions confidential. Please do not distribute.

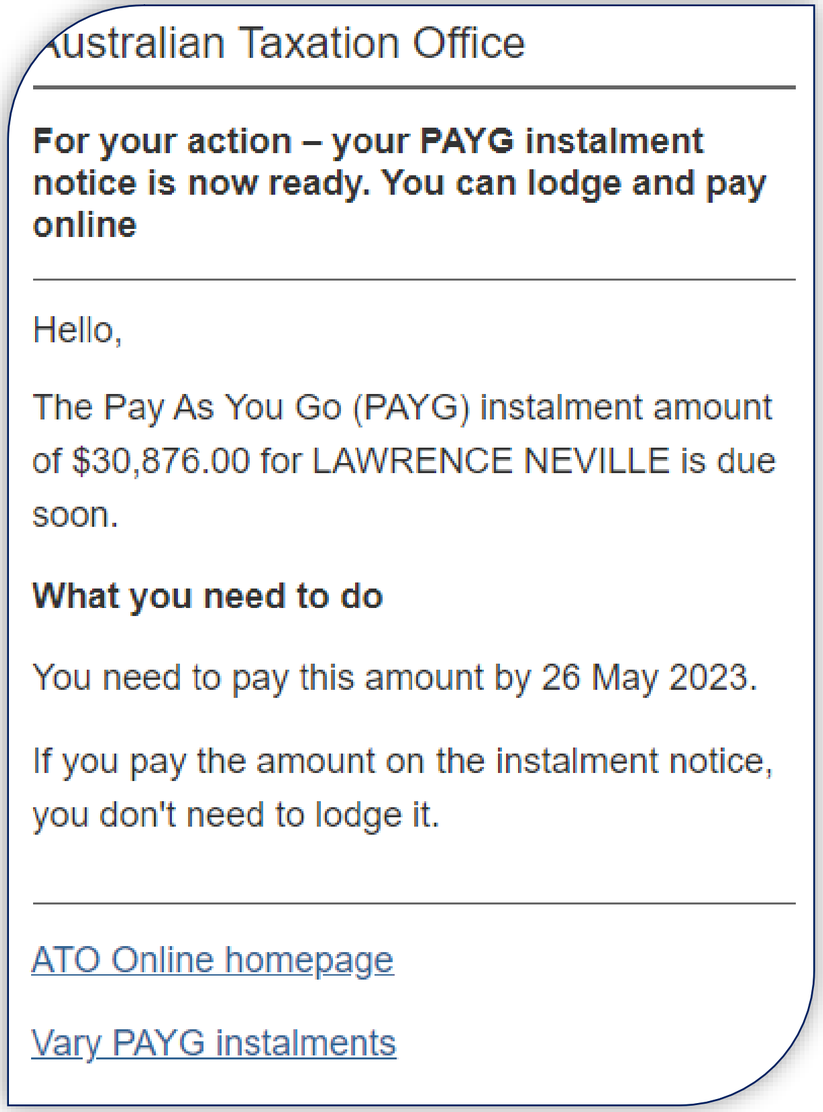
CARISMA SOLUTIONS

Your PAYG instalments is now ready:

Please find attached your correspondence received via MyGov regarding Your PAYG instalment notice and you can lodge and pay through online.

You are registered for an Electronic mode of PAYG instalment your PAYG payable amount of $xxx.xx and it should be paid by DD/MM/YY Hence if you pay the amount on the instalment notice, you don’t need to lodge it.

Please contact me should you wish to discuss the matter.



Australian Taxation Office

For your action – your PAYG instalment notice is now ready. You can lodge and pay online

Hello,

The Pay As You Go (PAYG) instalment amount of $30,876.00 for LAWRENCE NEVILLE is due soon.

What you need to do

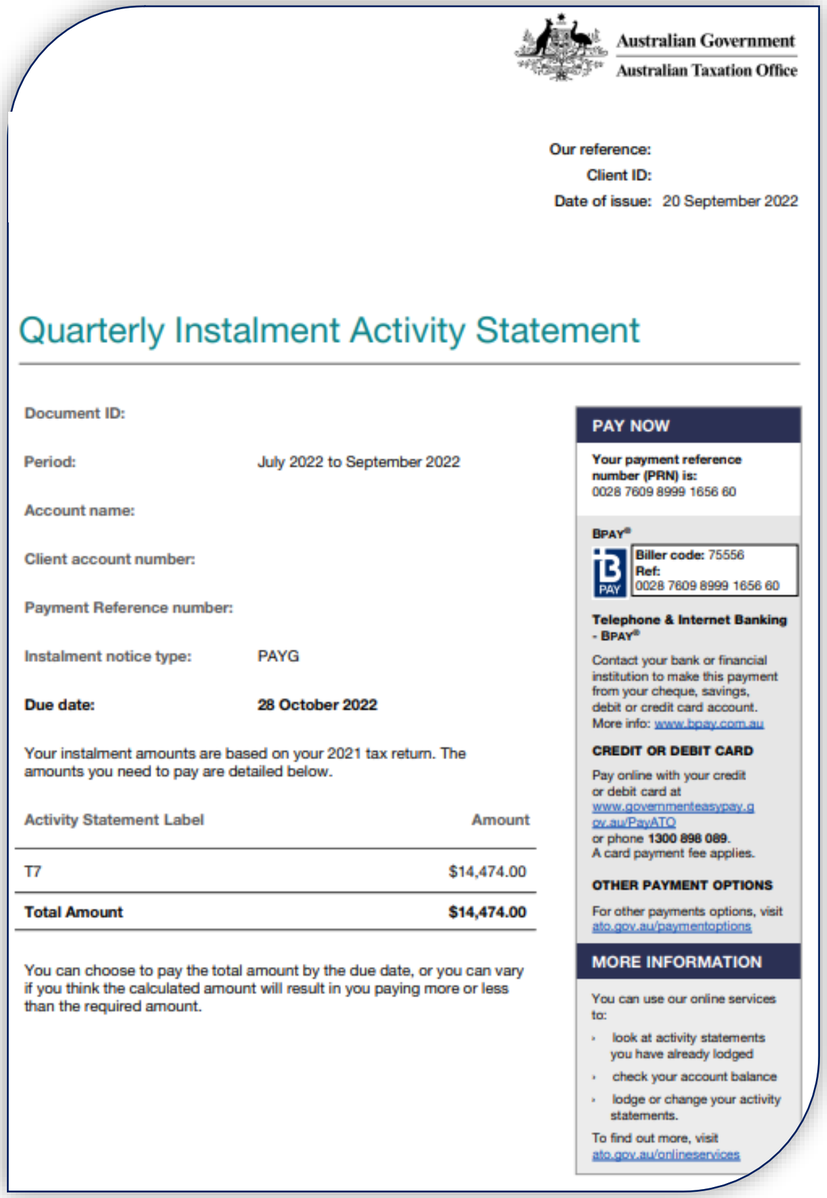
You need to pay this amount by 26 May 2023.

If you pay the amount on the instalment notice, you don't need to lodge it.

ATO Online homepage

Vary PAYG instalments

Carisma Solutions confidential. Please do not distribute.



Australian Government
Australian Taxation Office

Our reference:
Client ID:
Date of issue: 20 September 2022

Quarterly Instalment Activity Statement

Document ID:

Period: July 2022 to September 2022

Account name:

Client account number:

Payment Reference number:

Instalment notice type: PAYG

Due date: **28 October 2022**

Your instalment amounts are based on your 2021 tax return. The amounts you need to pay are detailed below.

Activity Statement Label	Amount
T7	$14,474.00
Total Amount	**$14,474.00**

You can choose to pay the total amount by the due date, or you can vary if you think the calculated amount will result in you paying more or less than the required amount.

PAY NOW

Your payment reference number (PRN) is:
0028 7609 8999 1656 60

BPAY®
Biller code: 75556
Ref:
0028 7609 8999 1656 60

Telephone & Internet Banking - BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit or credit card account.
More info: www.bpay.com.au

CREDIT OR DEBIT CARD
Pay online with your credit or debit card at www.governmenteasypay.gov.au/PayATO
or phone **1300 898 089**.
A card payment fee applies.

OTHER PAYMENT OPTIONS
For other payments options, visit ato.gov.au/paymentoptions

MORE INFORMATION
You can use our online services to:

- look at activity statements you have already lodged
- check your account balance
- lodge or change your activity statements.

To find out more, visit ato.gov.au/onlineservices

Quarterly PAYG Instalment Notice:

The PAYG income tax instalment is $xxx.xx and will be due on DD/MM/YY.

If you require us to vary the instalment amount, please let us know and we will action accordingly.

Please contact me should you wish to discuss the matter.

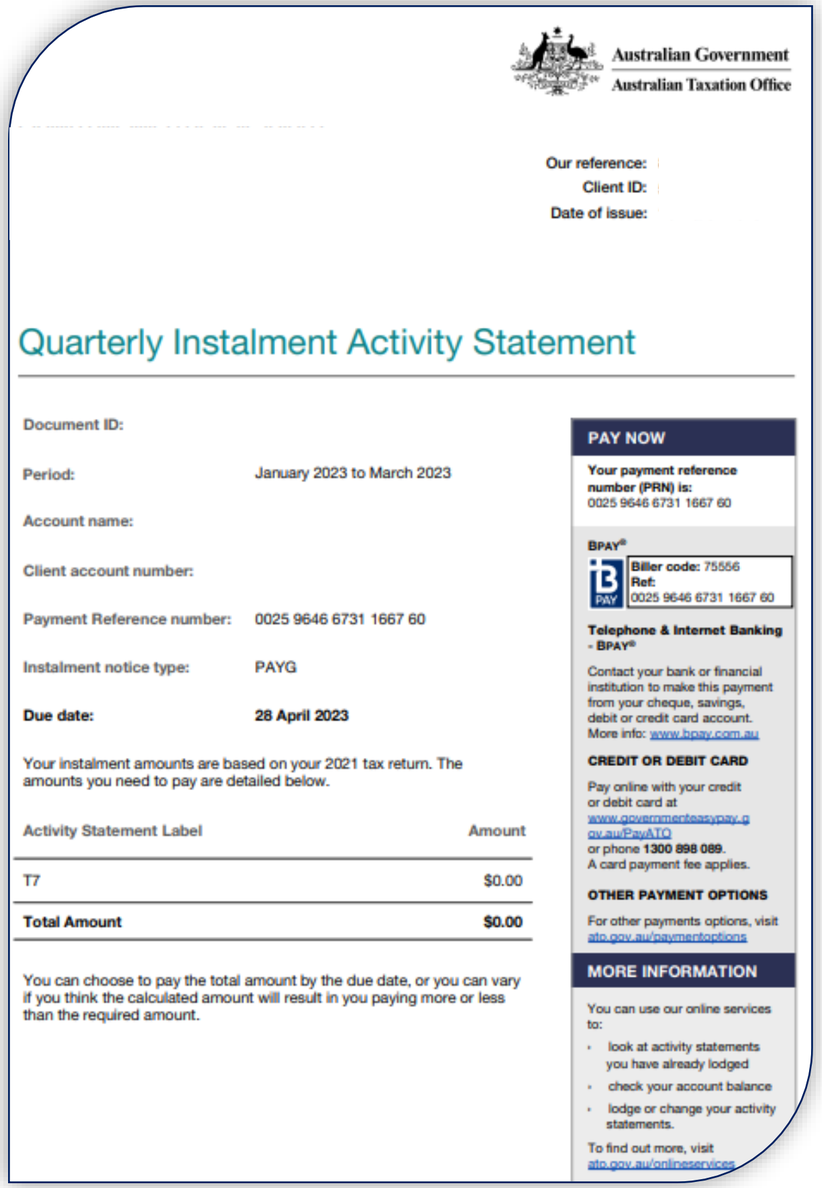
Carisma Solutions confidential. Please do not distribute.

Quarterly PAYG Instalment Notice - NIL:

The PAYG income tax instalment is Nil. Hence no action required.

If you require us to vary the instalment amount, please let us know and we will action accordingly.

Please contact me should you wish to discuss the matter.



Australian Government
Australian Taxation Office

Our reference:
Client ID:
Date of issue:

Quarterly Instalment Activity Statement

Document ID:

Period: January 2023 to March 2023

Account name:

Client account number:

Payment Reference number: 0025 9646 6731 1667 60

Instalment notice type: PAYG

Due date: **28 April 2023**

Your instalment amounts are based on your 2021 tax return. The amounts you need to pay are detailed below.

Activity Statement Label	Amount
T7	$0.00
Total Amount	**$0.00**

You can choose to pay the total amount by the due date, or you can vary if you think the calculated amount will result in you paying more or less than the required amount.

PAY NOW

Your payment reference number (PRN) is:
0025 9646 6731 1667 60

BPAY®
Biller code: 75556
Ref:
0025 9646 6731 1667 60

Telephone & Internet Banking - BPAY®

Contact your bank or financial institution to make this payment from your cheque, savings, debit or credit card account. More info: www.bpay.com.au

CREDIT OR DEBIT CARD

Pay online with your credit or debit card at www.governmentpayments.gov.au/PayATO
or phone **1300 898 089**.
A card payment fee applies.

OTHER PAYMENT OPTIONS

For other payments options, visit ato.gov.au/paymentoptions

MORE INFORMATION

You can use our online services to:

- look at activity statements you have already lodged
- check your account balance
- lodge or change your activity statements.

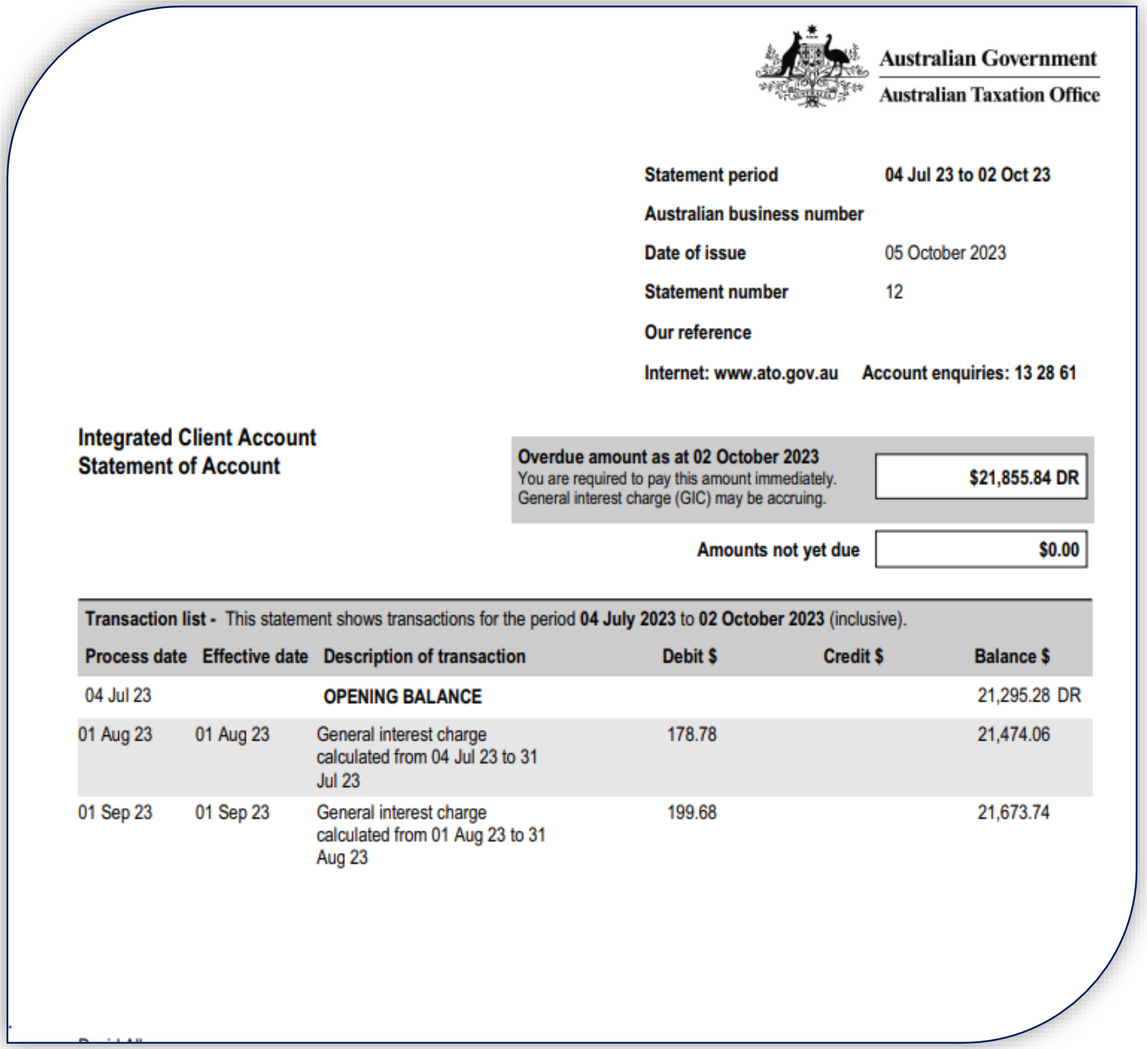
To find out more, visit ato.gov.au/onlineservices

Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS

INCOME TAX

Payable:



Australian Government
Australian Taxation Office

Statement period	04 Jul 23 to 02 Oct 23
Australian business number	
Date of issue	05 October 2023
Statement number	12
Our reference	

Internet: www.ato.gov.au Account enquiries: 13 28 61

Integrated Client Account
Statement of Account

Overdue amount as at 02 October 2023 You are required to pay this amount immediately. General interest charge (GIC) may be accruing.	$21,855.84 DR
Amounts not yet due	$0.00

Transaction list - This statement shows transactions for the period **04 July 2023** to **02 October 2023** (inclusive).

Process date	Effective date	Description of transaction	Debit $	Credit $	Balance $
04 Jul 23		**OPENING BALANCE**			21,295.28 DR
01 Aug 23	01 Aug 23	General interest charge calculated from 04 Jul 23 to 31 Jul 23	178.78		21,474.06
01 Sep 23	01 Sep 23	General interest charge calculated from 01 Aug 23 to 31 Aug 23	199.68		21,673.74

Please see attached Your Statement of account – Integrated Client Account received from the ATO via MyGov, which provides details of the transactions processed on the account from **DD/MM/YY to DD/MM/YY.**

Please note that your total tax payable is **$xxx.xx** and should be paid as soon as earliest. Please ensure that payment reaches the Australian Taxation Office by the due date otherwise late payment penalties may be imposed. Details of payment options are listed on the back of the assessment.

Should you have any questions, please do not hesitate to contact us on (02) 9241 4797.

Carisma Solutions confidential. Please do not distribute.

Failure to Lodge your Activity Statement on Time

Your MM/YY Activity statement was lodged after the due date for lodgement. Not lodging on time would normally incur a lodgement penalty. However, on this occasion the Commissioner has decided not to charge this penalty.

In future, please make sure you lodge your Activity statement return by the due date, otherwise a penalty may be applied to your account. If you have difficulty in lodging on time in the future, please contact ATO.

Hence no action required.

Please contact me should you wish to discuss the matter.



PO BOX 9990
Albury NSW 2640

Australian Government
Australian Taxation Office

Our reference:
Phone:
ABN:

6 October 2023

Warning: Failure to Lodge your Activity Statement on Time

Your Activity Statement for 30 Jun 2023 was received after the due date for lodgment. Not lodging on time would normally incur a lodgment penalty. However, on this occasion the Commissioner has decided not to charge this penalty.

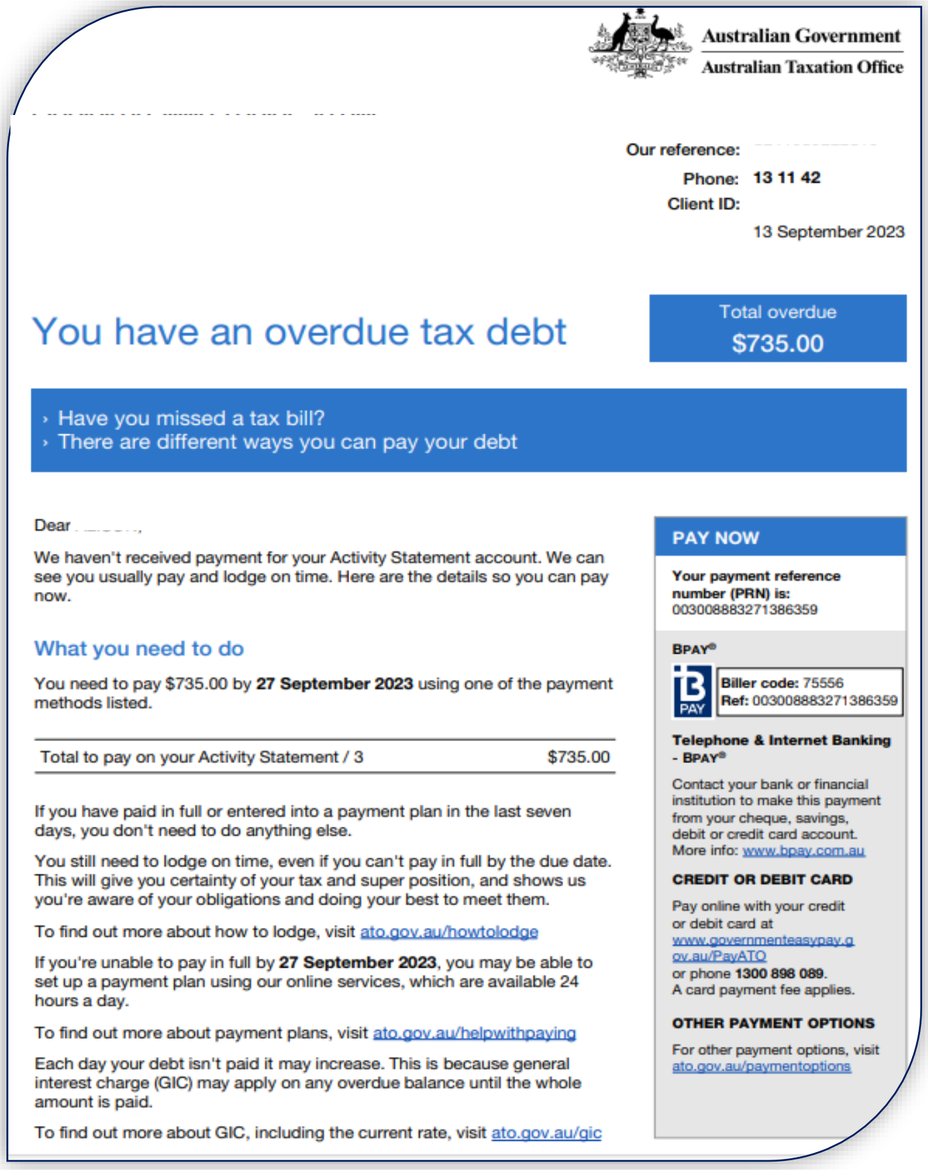
In future, please make sure you lodge your Activity Statement by the due date, otherwise a penalty may be applied to your account. If you have difficulty in lodging on time in the future, please contact us.

The penalty is calculated at the rate of $313 for each 28 days or part thereof that the Activity Statement is overdue (to a maximum of $1565). This penalty increases to a maximum of $3,130 for medium entities, $7,825 for large entities and $782,500 for Significant Global Entities (SGE).

There is a Taxpayers' Charter which outlines your rights and obligations under the law as well as the service and standards you can expect when you are dealing with the ATO. The Taxpayers' Charter is available by visiting the ATO website at **www.ato.gov.au/taxpayerscharter**

David Allen
Deputy Commissioner of Taxation

Carisma Solutions confidential. Please do not distribute.



Australian Government
Australian Taxation Office

Our reference:
Phone: 13 11 42
Client ID:

13 September 2023

You have an overdue tax debt

Total overdue
$735.00

› Have you missed a tax bill?
› There are different ways you can pay your debt

Dear

We haven't received payment for your Activity Statement account. We can see you usually pay and lodge on time. Here are the details so you can pay now.

What you need to do

You need to pay $735.00 by **27 September 2023** using one of the payment methods listed.

Total to pay on your Activity Statement / 3	$735.00

If you have paid in full or entered into a payment plan in the last seven days, you don't need to do anything else.

You still need to lodge on time, even if you can't pay in full by the due date. This will give you certainty of your tax and super position, and shows us you're aware of your obligations and doing your best to meet them.

To find out more about how to lodge, visit ato.gov.au/howtolodge

If you're unable to pay in full by **27 September 2023**, you may be able to set up a payment plan using our online services, which are available 24 hours a day.

To find out more about payment plans, visit ato.gov.au/helpwithpaying

Each day your debt isn't paid it may increase. This is because general interest charge (GIC) may apply on any overdue balance until the whole amount is paid.

To find out more about GIC, including the current rate, visit ato.gov.au/gic

PAY NOW

Your payment reference number (PRN) is:
003008883271386359

BPAY®
Biller code: 75556
Ref: 003008883271386359

Telephone & Internet Banking - BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit or credit card account. More info: www.bpay.com.au

CREDIT OR DEBIT CARD
Pay online with your credit or debit card at www.governmenteasypay.gov.au/PayATO or phone **1300 898 089**. A card payment fee applies.

OTHER PAYMENT OPTIONS
For other payment options, visit ato.gov.au/paymentoptions

Overdue Tax Debt

Activity Statement:

Please find attached your correspondence received from the ATO via MyGov regarding XYZ's overdue tax debt from Activity Statement.

The total outstanding amount is $xxx.xx which pertains to Activity Statement for the period ending 30 June 20xx - PAYG Instalments, and it should be paid by DD/MM/YY to avoid unnecessary interest and penalties.

Please contact me should you wish to discuss the matter further.

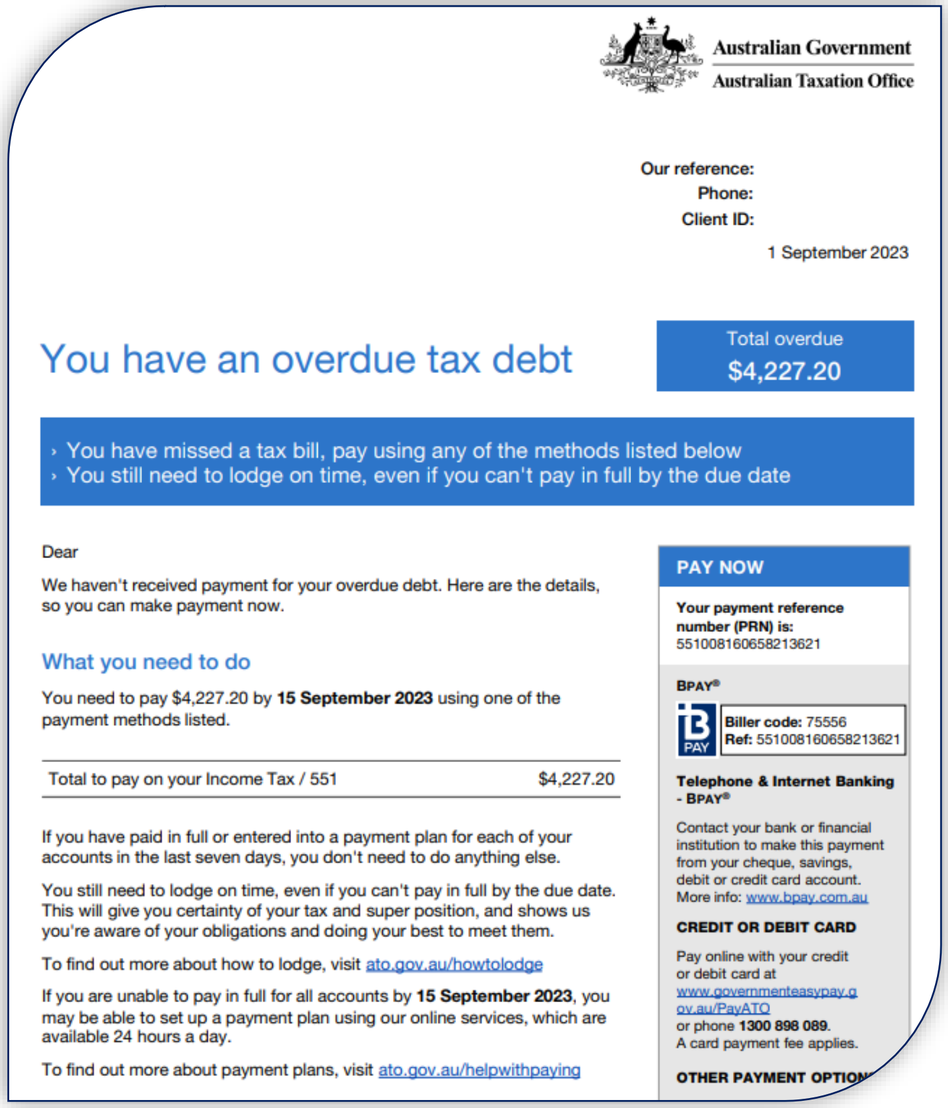
Carisma Solutions confidential. Please do not distribute.

Income Tax:

Please find attached your correspondence received from the ATO via MyGov regarding your overdue tax debt from Income Tax.

The total outstanding amount is $xxx.xx which pertains to Income Tax, and it should be paid by DD/MM/YY to avoid unnecessary interest and penalties.

Please contact me should you wish to discuss the matter further.



Australian Government
Australian Taxation Office

Our reference:
Phone:
Client ID:

1 September 2023

You have an overdue tax debt

Total overdue
$4,227.20

› You have missed a tax bill, pay using any of the methods listed below
› You still need to lodge on time, even if you can't pay in full by the due date

Dear

We haven't received payment for your overdue debt. Here are the details, so you can make payment now.

What you need to do

You need to pay $4,227.20 by **15 September 2023** using one of the payment methods listed.

Total to pay on your Income Tax / 551	$4,227.20

If you have paid in full or entered into a payment plan for each of your accounts in the last seven days, you don't need to do anything else.

You still need to lodge on time, even if you can't pay in full by the due date. This will give you certainty of your tax and super position, and shows us you're aware of your obligations and doing your best to meet them.

To find out more about how to lodge, visit ato.gov.au/howtolodge

If you are unable to pay in full for all accounts by **15 September 2023**, you may be able to set up a payment plan using our online services, which are available 24 hours a day.

To find out more about payment plans, visit ato.gov.au/helpwithpaying

PAY NOW

Your payment reference number (PRN) is:
551008160658213621

BPAY®

Biller code: 75556
Ref: 551008160658213621

Telephone & Internet Banking - BPAY®

Contact your bank or financial institution to make this payment from your cheque, savings, debit or credit card account. More info: www.bpay.com.au

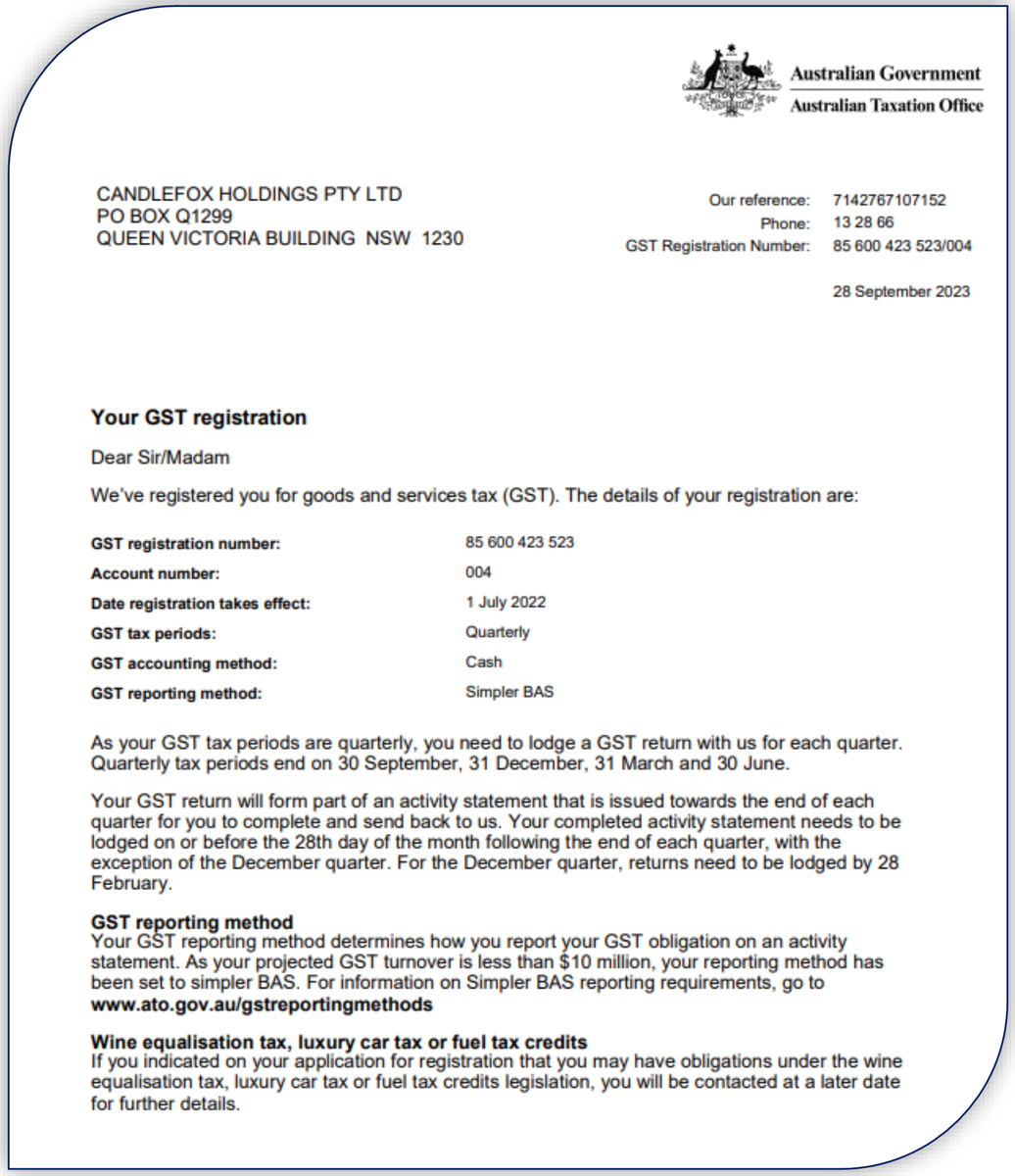
CREDIT OR DEBIT CARD

Pay online with your credit or debit card at www.governmenteasypay.gov.au/PayATO or phone **1300 898 089**. A card payment fee applies.

OTHER PAYMENT OPTION

Carisma Solutions confidential. Please do not distribute.

CARISMA SOLUTIONS



Australian Government
Australian Taxation Office

CANDLEFOX HOLDINGS PTY LTD
PO BOX Q1299
QUEEN VICTORIA BUILDING NSW 1230

Our reference: 7142767107152
Phone: 13 28 66
GST Registration Number: 85 600 423 523/004

28 September 2023

Your GST registration

Dear Sir/Madam

We've registered you for goods and services tax (GST). The details of your registration are:

GST registration number:	85 600 423 523
Account number:	004
Date registration takes effect:	1 July 2022
GST tax periods:	Quarterly
GST accounting method:	Cash
GST reporting method:	Simpler BAS

As your GST tax periods are quarterly, you need to lodge a GST return with us for each quarter. Quarterly tax periods end on 30 September, 31 December, 31 March and 30 June.

Your GST return will form part of an activity statement that is issued towards the end of each quarter for you to complete and send back to us. Your completed activity statement needs to be lodged on or before the 28th day of the month following the end of each quarter, with the exception of the December quarter. For the December quarter, returns need to be lodged by 28 February.

GST reporting method
Your GST reporting method determines how you report your GST obligation on an activity statement. As your projected GST turnover is less than $10 million, your reporting method has been set to simpler BAS. For information on Simpler BAS reporting requirements, go to **www.ato.gov.au/gstreportingmethods**

Wine equalisation tax, luxury car tax or fuel tax credits
If you indicated on your application for registration that you may have obligations under the wine equalisation tax, luxury car tax or fuel tax credits legislation, you will be contacted at a later date for further details.

Other ATO Documents:

GST Registration:

Please find enclosed correspondence received from the Australian Taxation Office, advising the registration of your GST.

The registration is effective as of DD/MM/YY.

Please contact me should you wish to discuss the matter further.

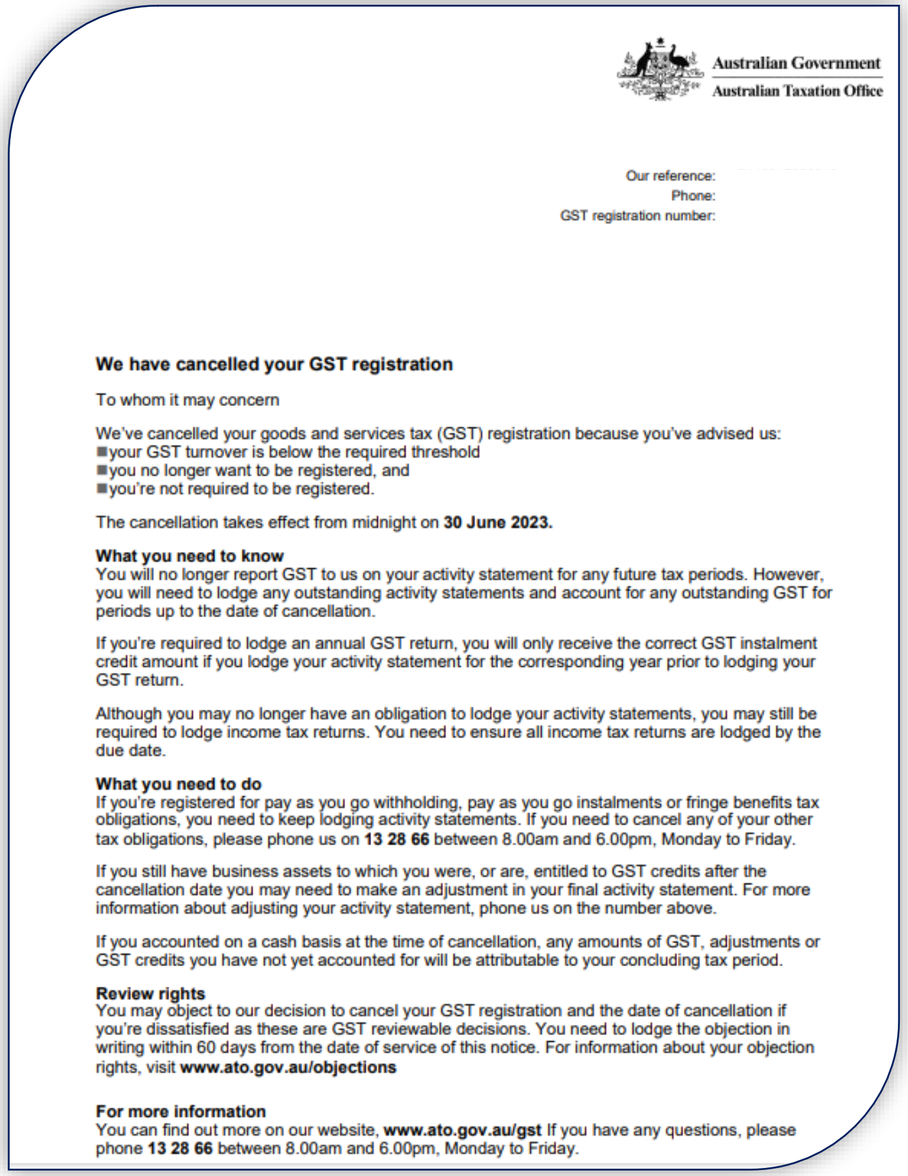
Carisma Solutions confidential. Please do not distribute.

GST Cancellation:

Please find attached correspondence received from the Australian Taxation Office, advising the cancellation of GST registration.

The cancellation is effective as of DD/MM/YY.

Please contact me should you wish to discuss the matter further.



Australian Government
Australian Taxation Office

Our reference:
Phone:
GST registration number:

We have cancelled your GST registration

To whom it may concern

We've cancelled your goods and services tax (GST) registration because you've advised us:
- your GST turnover is below the required threshold
- you no longer want to be registered, and
- you're not required to be registered.

The cancellation takes effect from midnight on **30 June 2023.**

What you need to know
You will no longer report GST to us on your activity statement for any future tax periods. However, you will need to lodge any outstanding activity statements and account for any outstanding GST for periods up to the date of cancellation.

If you're required to lodge an annual GST return, you will only receive the correct GST instalment credit amount if you lodge your activity statement for the corresponding year prior to lodging your GST return.

Although you may no longer have an obligation to lodge your activity statements, you may still be required to lodge income tax returns. You need to ensure all income tax returns are lodged by the due date.

What you need to do
If you're registered for pay as you go withholding, pay as you go instalments or fringe benefits tax obligations, you need to keep lodging activity statements. If you need to cancel any of your other tax obligations, please phone us on **13 28 66** between 8.00am and 6.00pm, Monday to Friday.

If you still have business assets to which you were, or are, entitled to GST credits after the cancellation date you may need to make an adjustment in your final activity statement. For more information about adjusting your activity statement, phone us on the number above.

If you accounted on a cash basis at the time of cancellation, any amounts of GST, adjustments or GST credits you have not yet accounted for will be attributable to your concluding tax period.

Review rights
You may object to our decision to cancel your GST registration and the date of cancellation if you're dissatisfied as these are GST reviewable decisions. You need to lodge the objection in writing within 60 days from the date of service of this notice. For information about your objection rights, visit **www.ato.gov.au/objections**

For more information
You can find out more on our website, **www.ato.gov.au/gst** If you have any questions, please phone **13 28 66** between 8.00am and 6.00pm, Monday to Friday.

Carisma Solutions confidential. Please do not distribute.



Australian Government
Australian Taxation Office

Our reference:

Your tax file number

Dear Sir/Madam

The details of your tax file number registration are:

Name:

Tax file number:

It's important to keep this letter and any other document with your tax file number on it, in a safe place.

You should quote this tax file number when contacting us as it will help us find your information faster.

You will be asked to provide your tax file number to financial institutions and investment bodies when you open accounts or make investments with them. You don't have to give your tax file number to these organisations, but if you don't, they may withhold more tax from any investment returns or interest they pay to you.

For more information
You can find out more on our website **www.ato.gov.au/tfn**

For information about your rights and obligations, go to **www.ato.gov.au/taxpayerscharter**

Yours faithfully

David Allen
Deputy Commissioner of Taxation

TFN Registration:

Please find attached correspondence received from the Australian Taxation Office, advising the TFN registration.

Tax File Number (TFN) – xxx xxx xxx.

Please contact me should you wish to discuss the matter further.

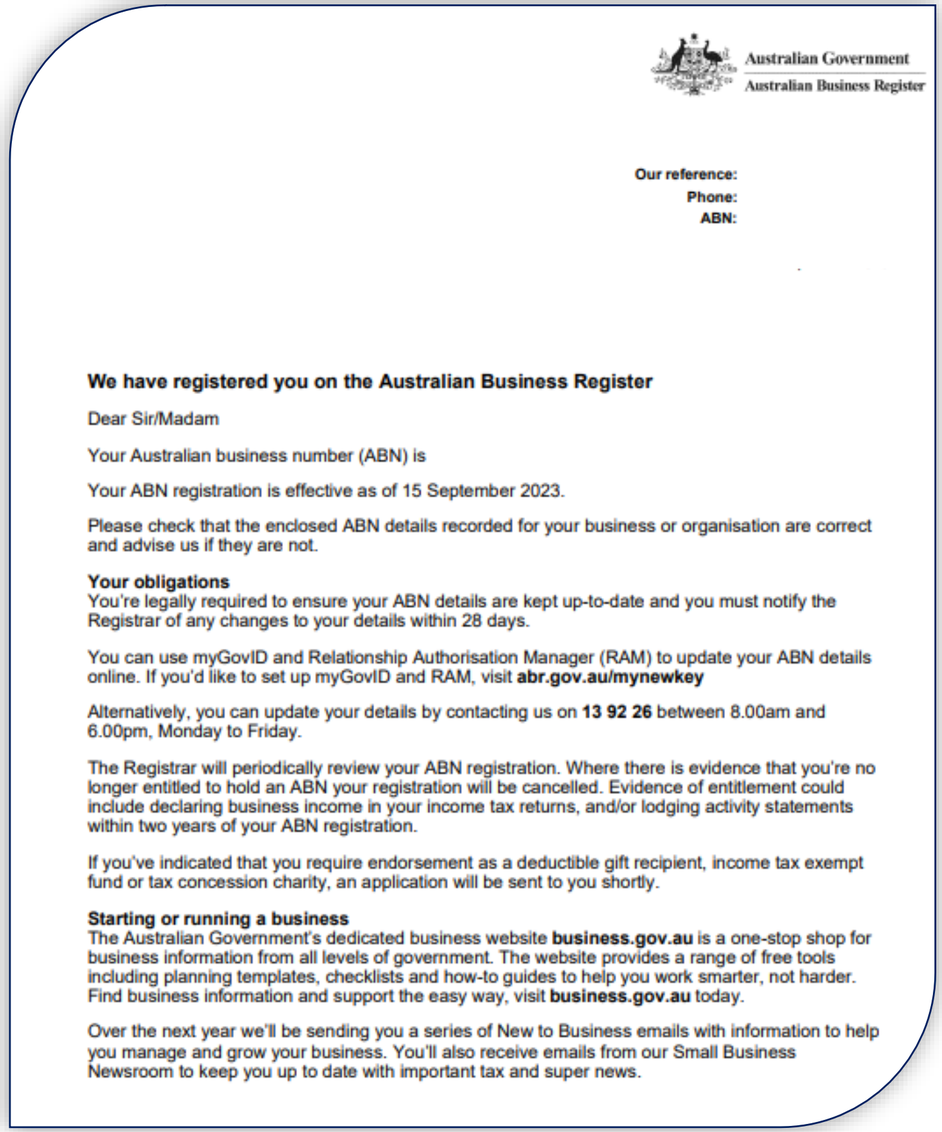
Carisma Solutions confidential. Please do not distribute.

ABN Registration:

Please find attached correspondence received from the Australian Taxation Office, advising the ABN registration.

The registration is effective as of DD/MM/YY.

Please contact me should you wish to discuss the matter further.



Australian Government
Australian Business Register

Our reference:
Phone:
ABN:

We have registered you on the Australian Business Register

Dear Sir/Madam

Your Australian business number (ABN) is

Your ABN registration is effective as of 15 September 2023.

Please check that the enclosed ABN details recorded for your business or organisation are correct and advise us if they are not.

Your obligations
You're legally required to ensure your ABN details are kept up-to-date and you must notify the Registrar of any changes to your details within 28 days.

You can use myGovID and Relationship Authorisation Manager (RAM) to update your ABN details online. If you'd like to set up myGovID and RAM, visit **abr.gov.au/mynewkey**

Alternatively, you can update your details by contacting us on **13 92 26** between 8.00am and 6.00pm, Monday to Friday.

The Registrar will periodically review your ABN registration. Where there is evidence that you're no longer entitled to hold an ABN your registration will be cancelled. Evidence of entitlement could include declaring business income in your income tax returns, and/or lodging activity statements within two years of your ABN registration.

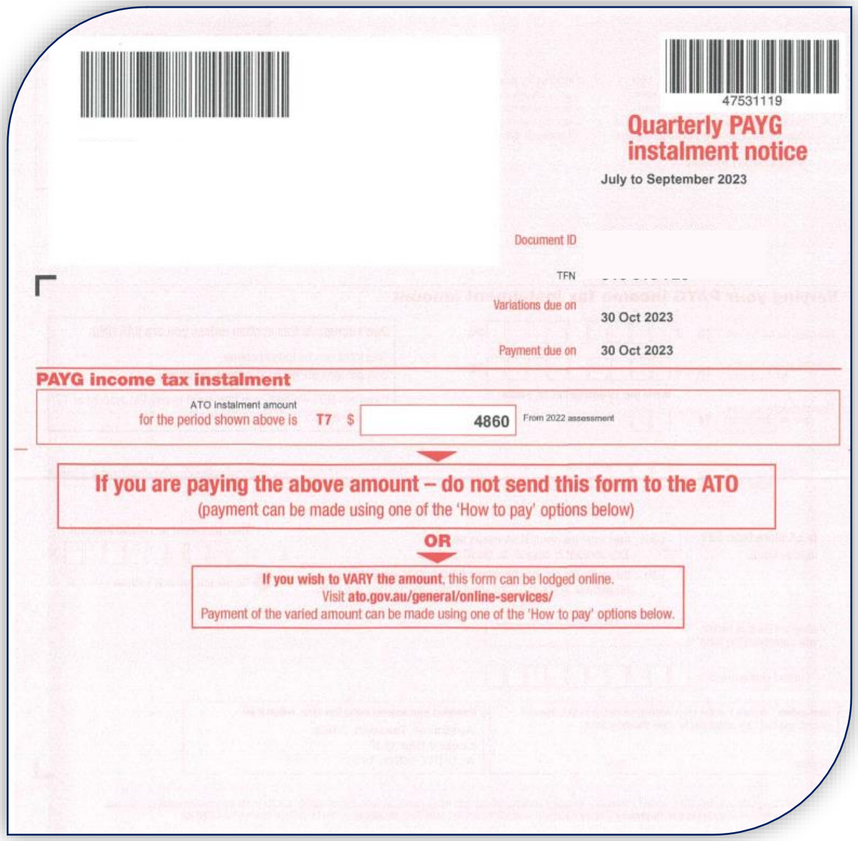
If you've indicated that you require endorsement as a deductible gift recipient, income tax exempt fund or tax concession charity, an application will be sent to you shortly.

Starting or running a business
The Australian Government's dedicated business website **business.gov.au** is a one-stop shop for business information from all levels of government. The website provides a range of free tools including planning templates, checklists and how-to guides to help you work smarter, not harder. Find business information and support the easy way, visit **business.gov.au** today.

Over the next year we'll be sending you a series of New to Business emails with information to help you manage and grow your business. You'll also receive emails from our Small Business Newsroom to keep you up to date with important tax and super news.

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Hard copy type of ATO Document



47531119

Quarterly PAYG instalment notice

July to September 2023

Document ID

TFN

Variations due on 30 Oct 2023

Payment due on 30 Oct 2023

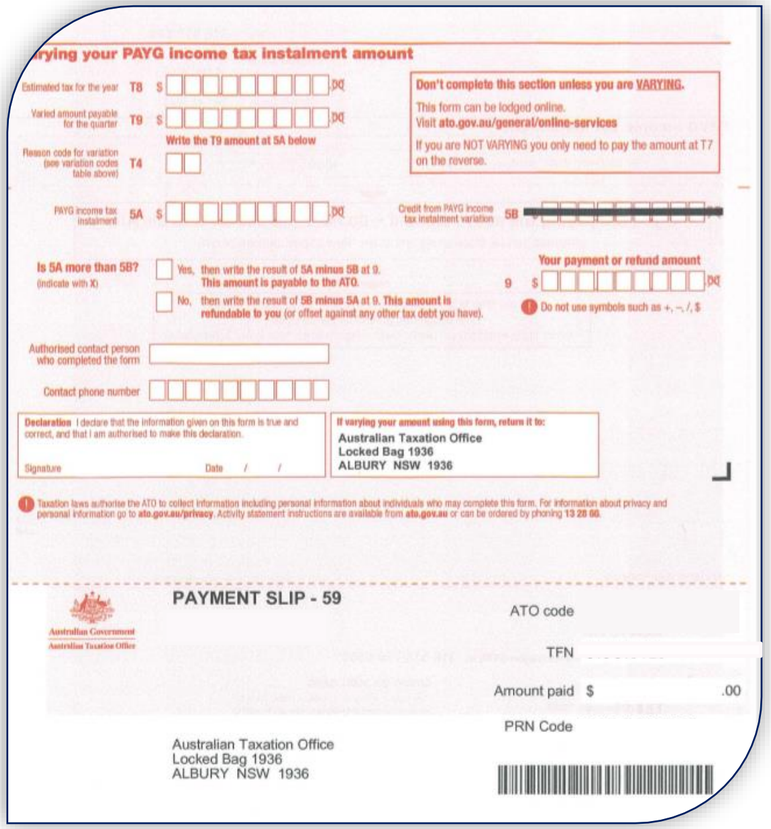
PAYG income tax instalment

ATO instalment amount for the period shown above is T7 $ 4860 From 2022 assessment

If you are paying the above amount – do not send this form to the ATO
(payment can be made using one of the 'How to pay' options below)

OR

If you wish to VARY the amount, this form can be lodged online.
Visit **ato.gov.au/general/online-services/**
Payment of the varied amount can be made using one of the 'How to pay' options below.



rying your PAYG income tax instalment amount

Estimated tax for the year T8 $ .00

Varied amount payable for the quarter T9 $ .00

Write the T9 amount at 5A below

Reason code for variation (see variation codes table above) T4

Don't complete this section unless you are VARYING.
This form can be lodged online.
Visit **ato.gov.au/general/online-services**
If you are NOT VARYING you only need to pay the amount at T7 on the reverse.

PAYG income tax instalment 5A $ .00

Credit from PAYG income tax instalment variation 5B

Is 5A more than 5B? (indicate with X)

Yes, then write the result of **5A minus 5B** at 9. **This amount is payable to the ATO.**

No, then write the result of **5B minus 5A** at 9. **This amount is refundable to you** (or offset against any other tax debt you have).

Your payment or refund amount

9 $ .00

Do not use symbols such as +, –, /, $

Authorised contact person who completed the form

Contact phone number

Declaration I declare that the information given on this form is true and correct, and that I am authorised to make this declaration.

Signature Date / /

If varying your amount using this form, return it to:
Australian Taxation Office
Locked Bag 1936
ALBURY NSW 1936

Taxation laws authorise the ATO to collect information including personal information about individuals who may complete this form. For information about privacy and personal information go to **ato.gov.au/privacy**. Activity statement instructions are available from **ato.gov.au** or can be ordered by phoning **13 28 66**.

Australian Government
Australian Taxation Office

PAYMENT SLIP - 59

ATO code

TFN

Amount paid $ .00

PRN Code

Australian Taxation Office
Locked Bag 1936
ALBURY NSW 1936

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What is ATO Mate?

- ATO mate is a software platform that helps accountants automate the processing and distribution of ATO documents.
- It Integrates with the ATO, Xero, and document management software to provide a fast, simple, and secure workflow
- ATO mate can save you time and improve your efficiency by handling different types of ATO correspondence, such as notices of assessment, activity statements, payment summaries, and more

Why ATO Mate?

- ATO mate allows our admin staff to spend less time processing ATO documents and more time contacting and communicating directly with clients.
- ATO mate is the ultimate time saver for our business! We have cut the time taken to process ATO document by almost 90%

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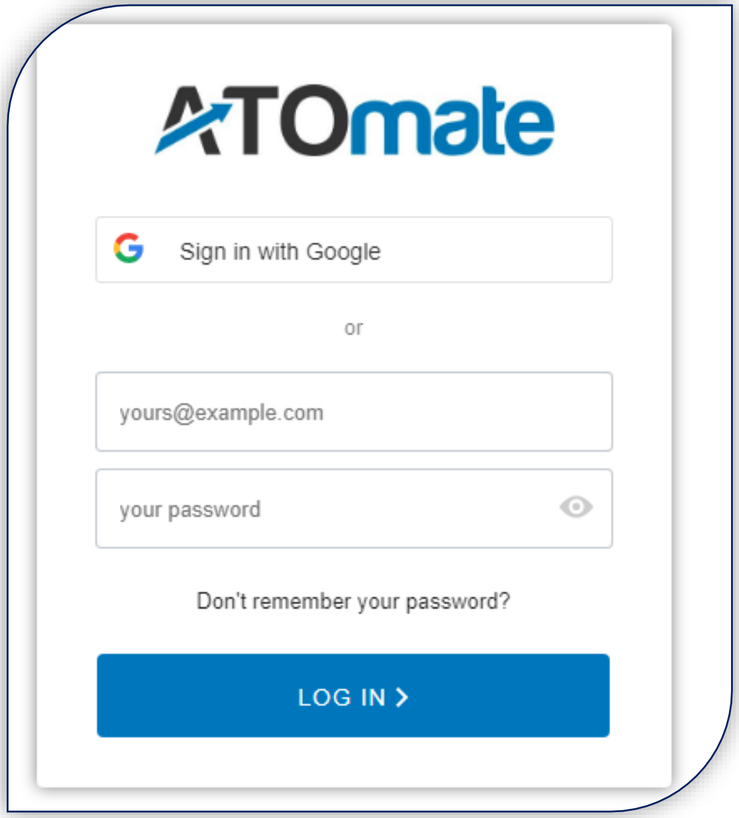
With ATO Mate:

- Save time processing all 200+ ATO documents
- Reduce tedious manual processing
- Reduce Manual errors
- Comply with data security laws and TFN legislation
- Streamline and simplify client communication
- More time to improve client relationships

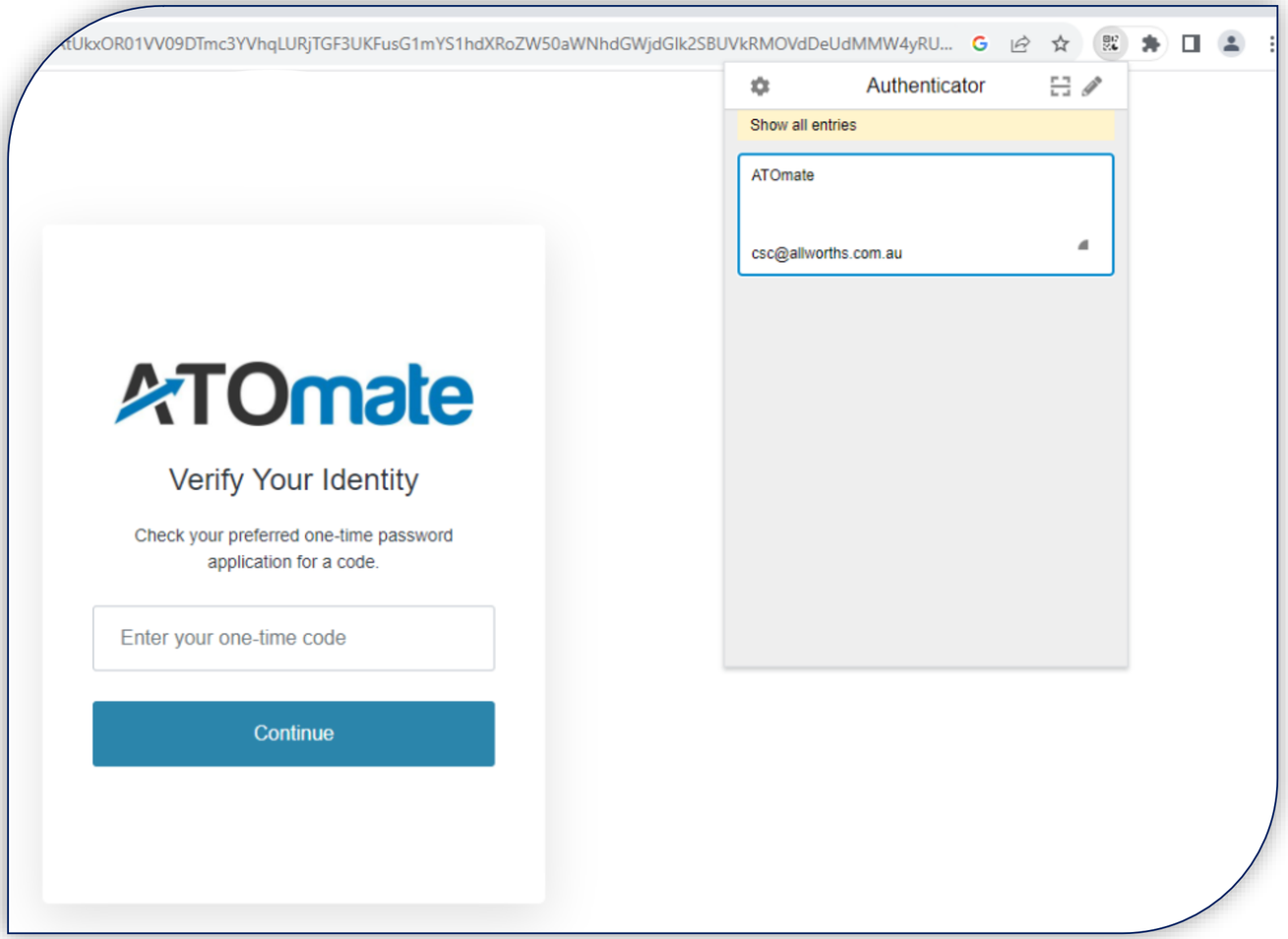
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Now, we will see the detailed process flow of ATO Mate

Login Into the ATO Mate



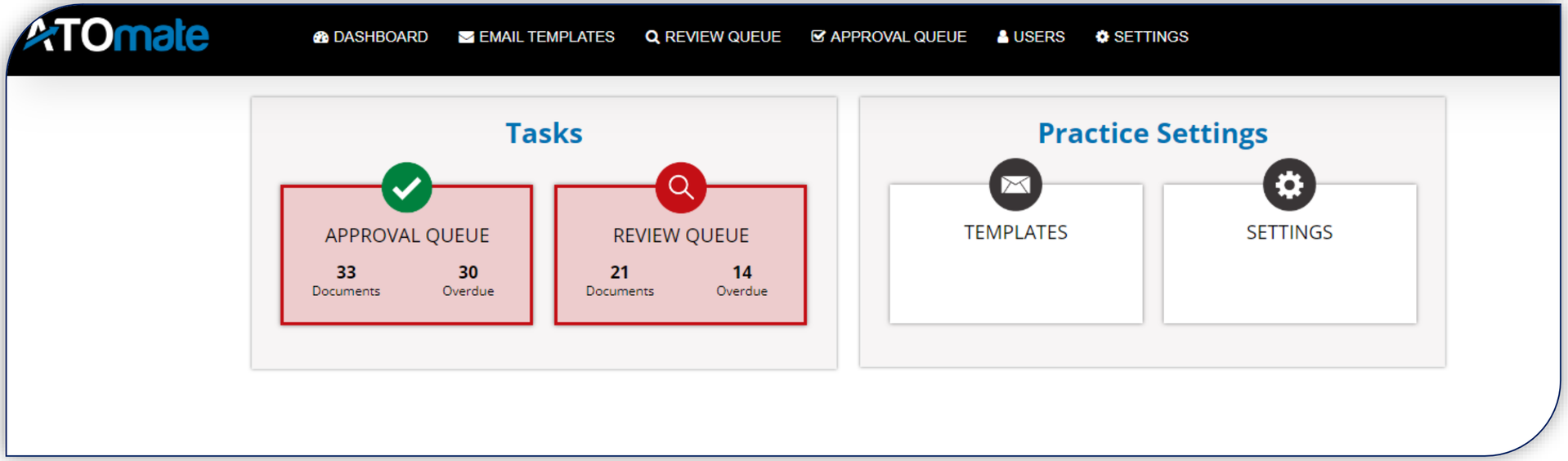
Login by using code in authenticator



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Home page will appear



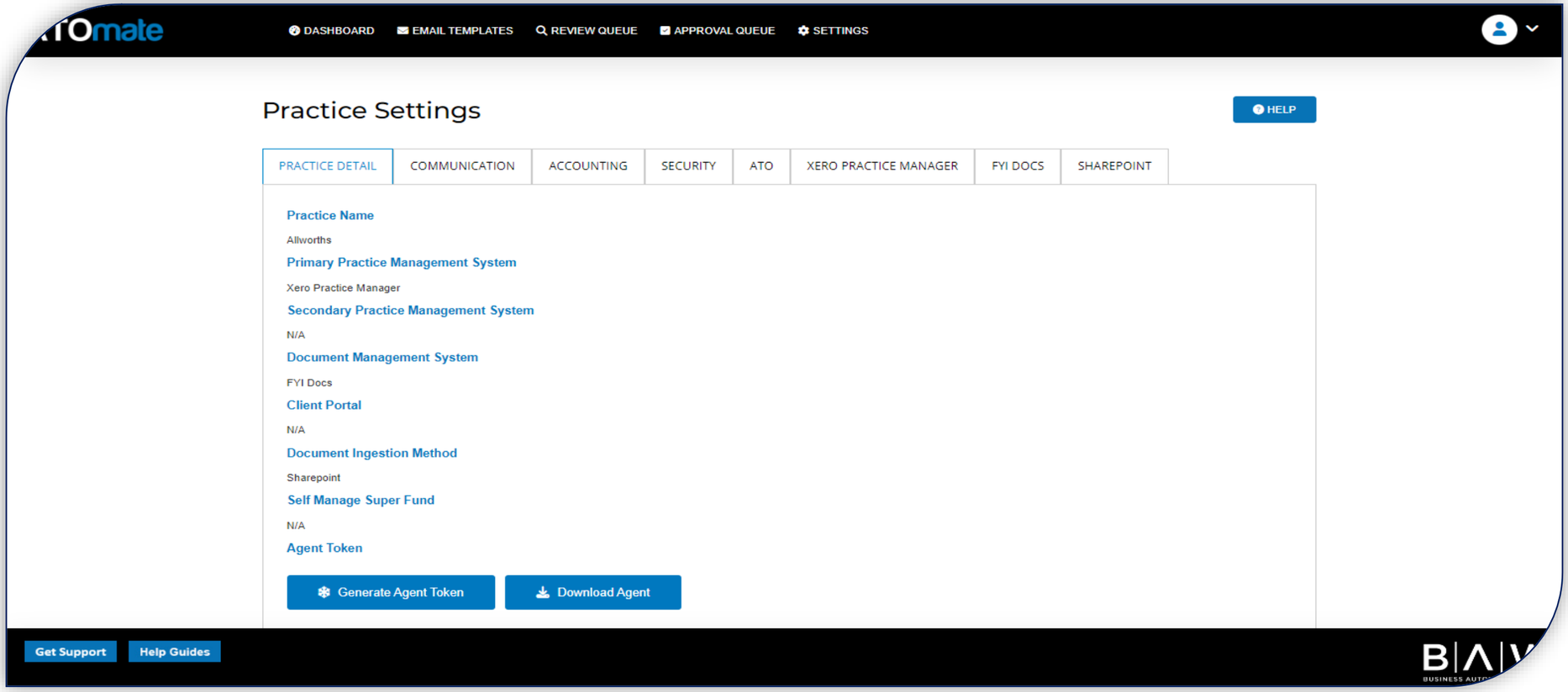
- **Approval Queue :** In Approval Queue tab, All the details were synced and there will not be any mismatching data
- **Review Queue :** In Review Queue tab, Some of the details may not be matched
- **Templates:** In this tab we have existing templates (or) we can add the new templates for the documents

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Practice Settings

➢ Practice Detail

The Practice Details tab identifies various Practice details with the Agent download link. There is no option to update details on this tab.

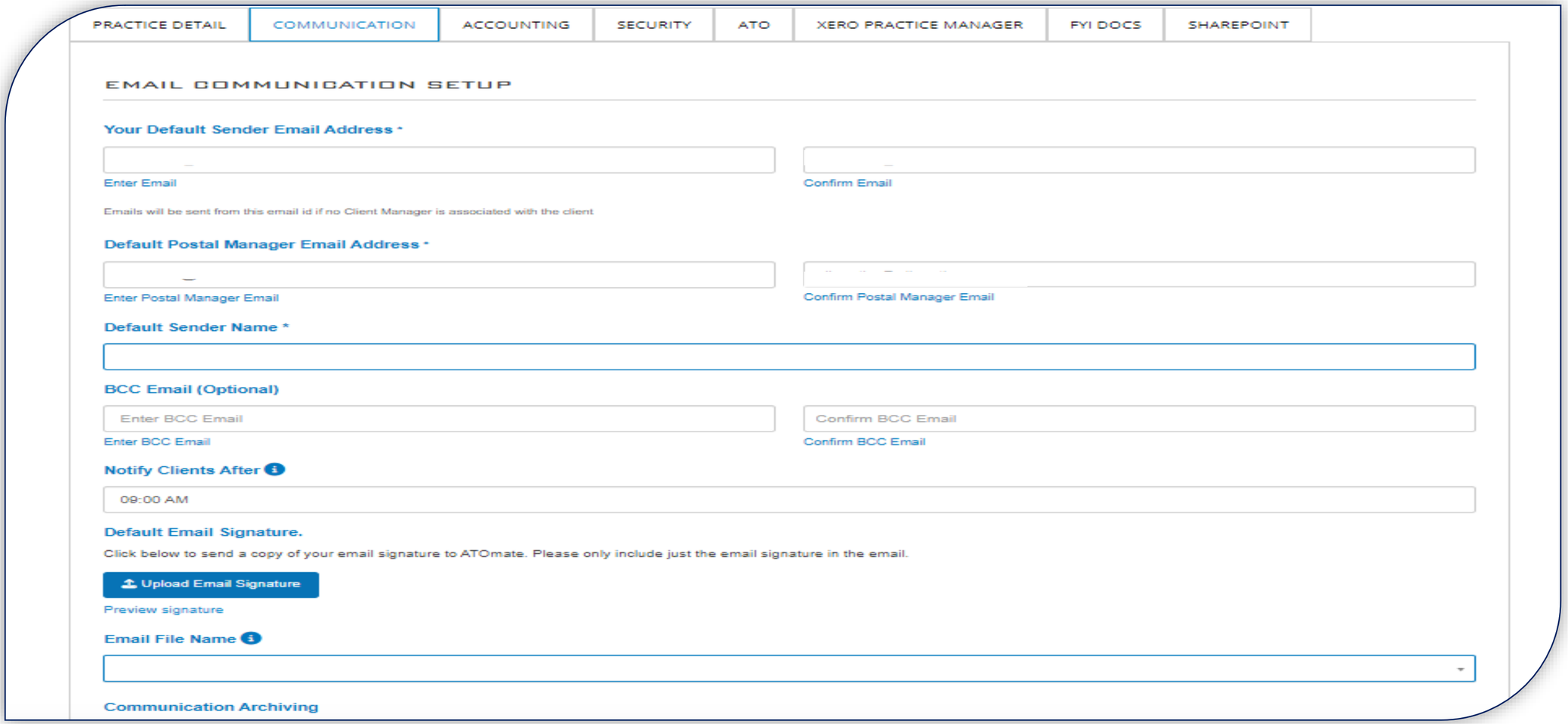


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➢ Communication

The Communication tab identifies the communication information that was entered during the wizard install. To update any fields, re-enter the new information and click Update at the bottom of the screen

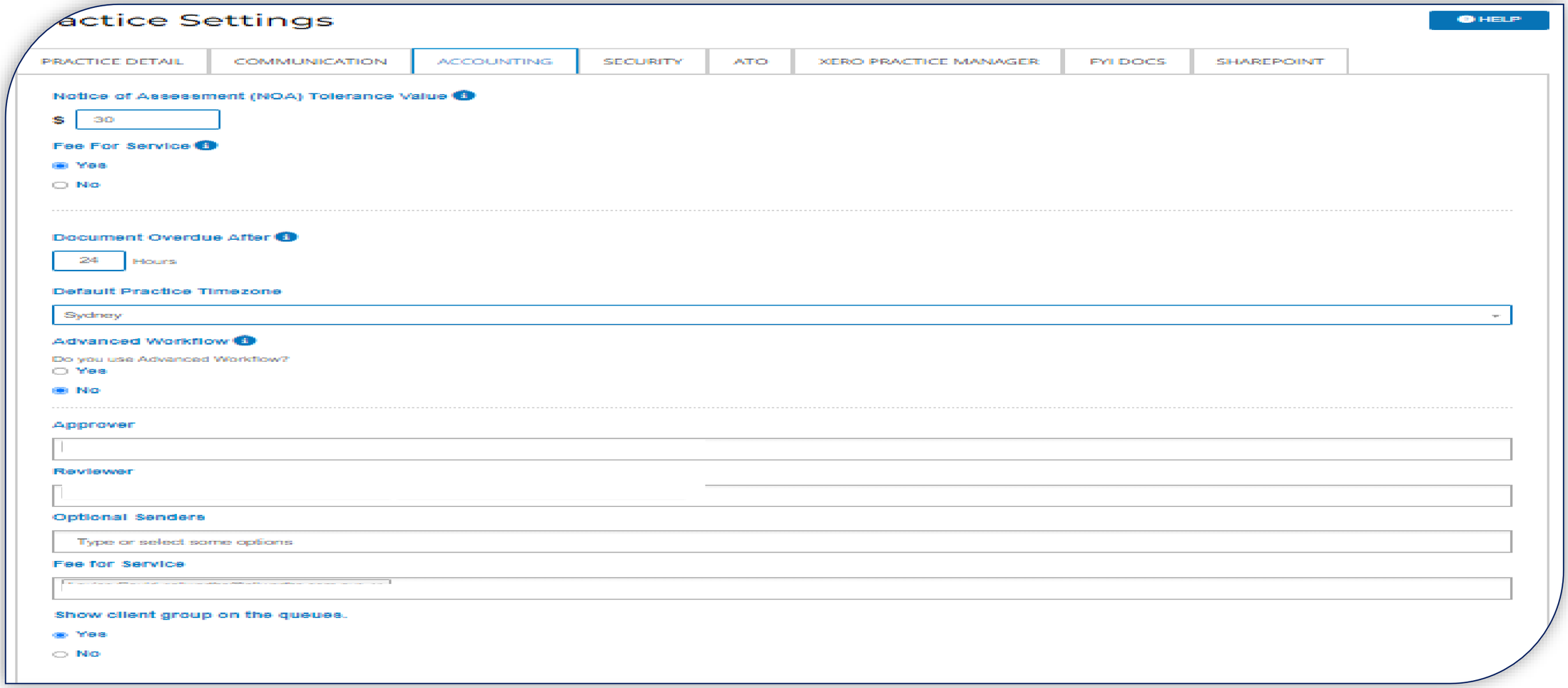


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➢ Accounting

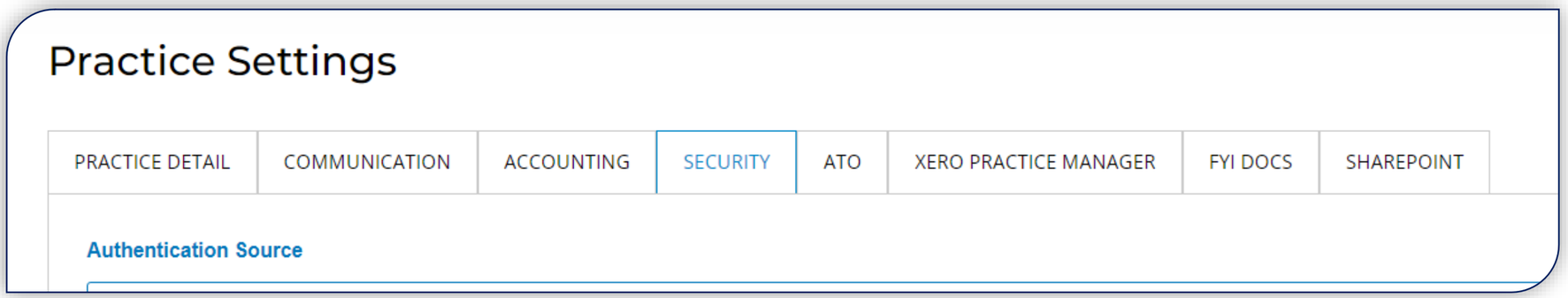
The Accounting tab identifies the NOA tolerance value, Trust accounting and client group information that was entered during the wizard install. To update any fields, re-enter the new information and click update at the bottom of the screen



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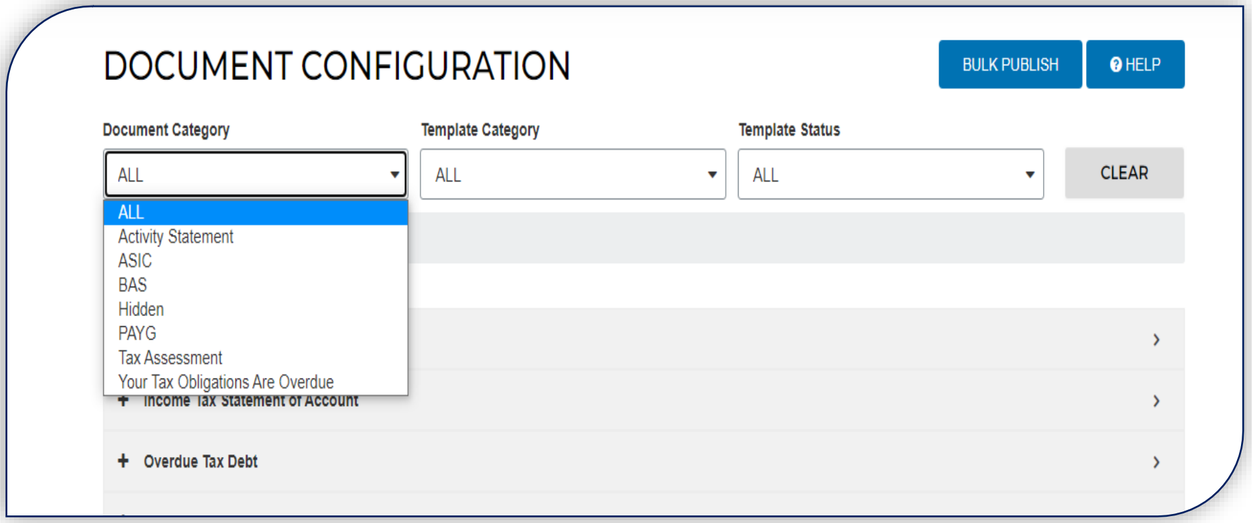
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Then make sure if ATO mate is connected with XPM, ATO, FYI Docs Before entering this please crosscheck the data available in your Practice Manager software is UpToDate with all contact details.



Templates

Import templates for all kinds of ATO documents category and select the template for the required document.



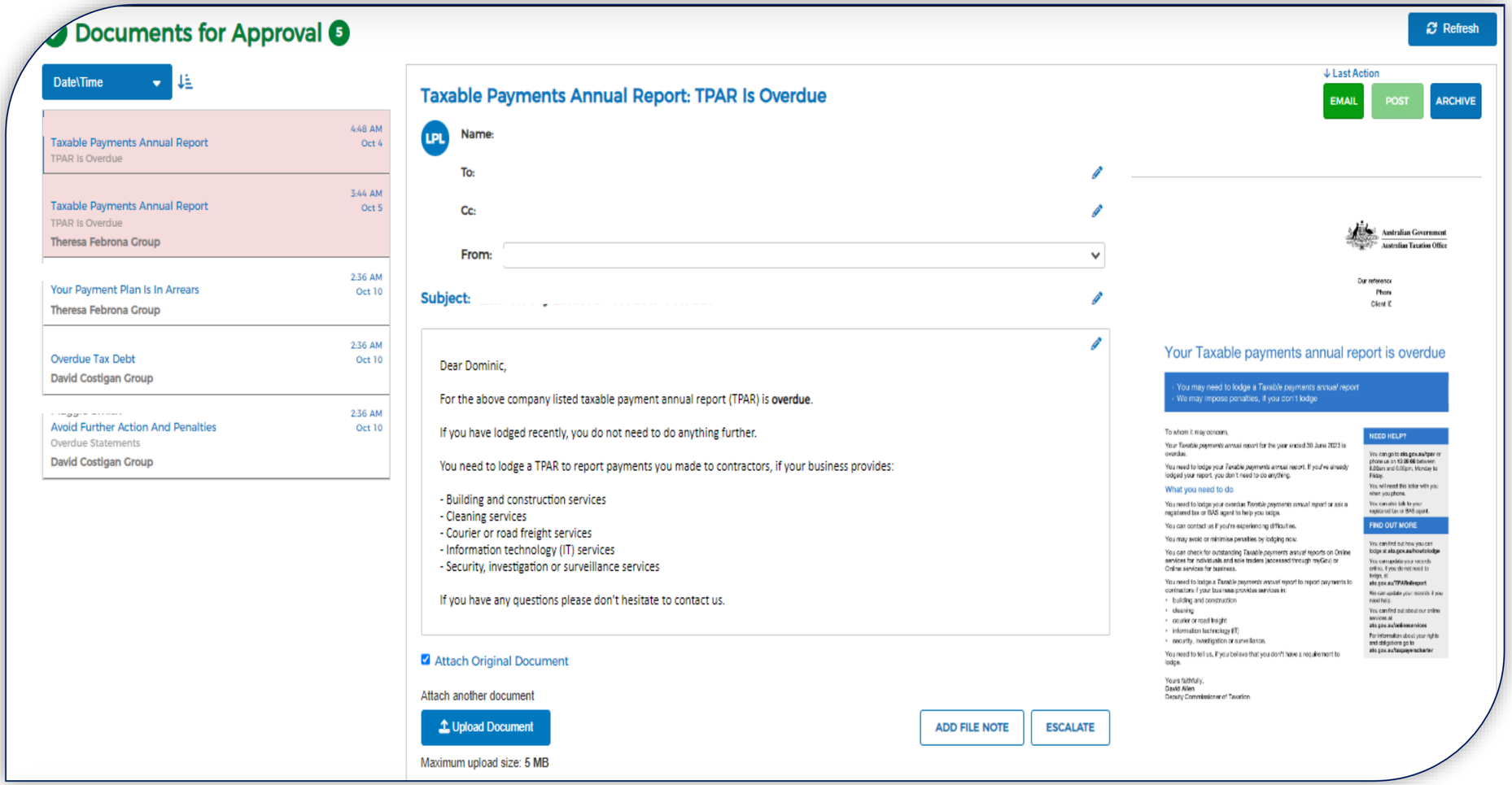
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- From the given image 33 documents is yet to send in that 30 documents were overdue.

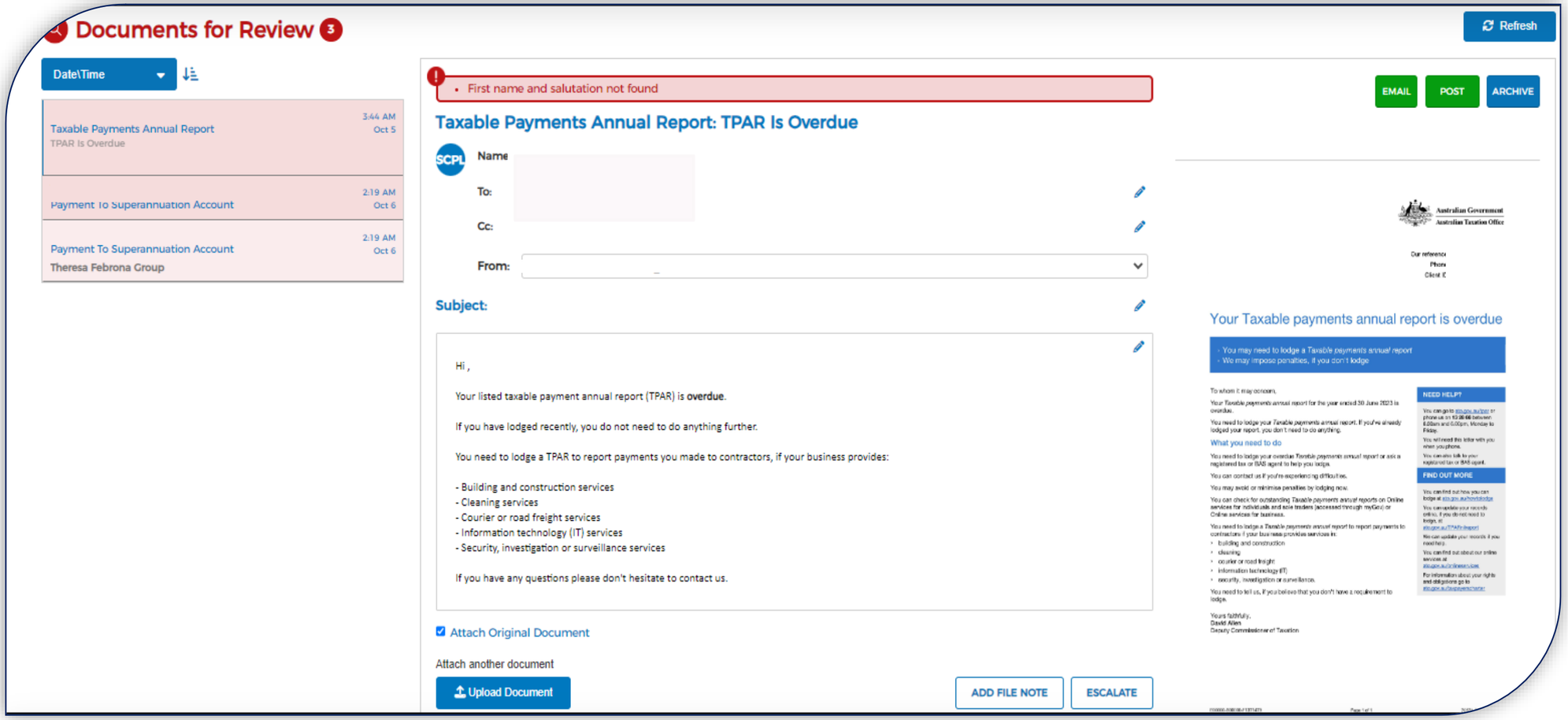
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APPROVAL QUEUE



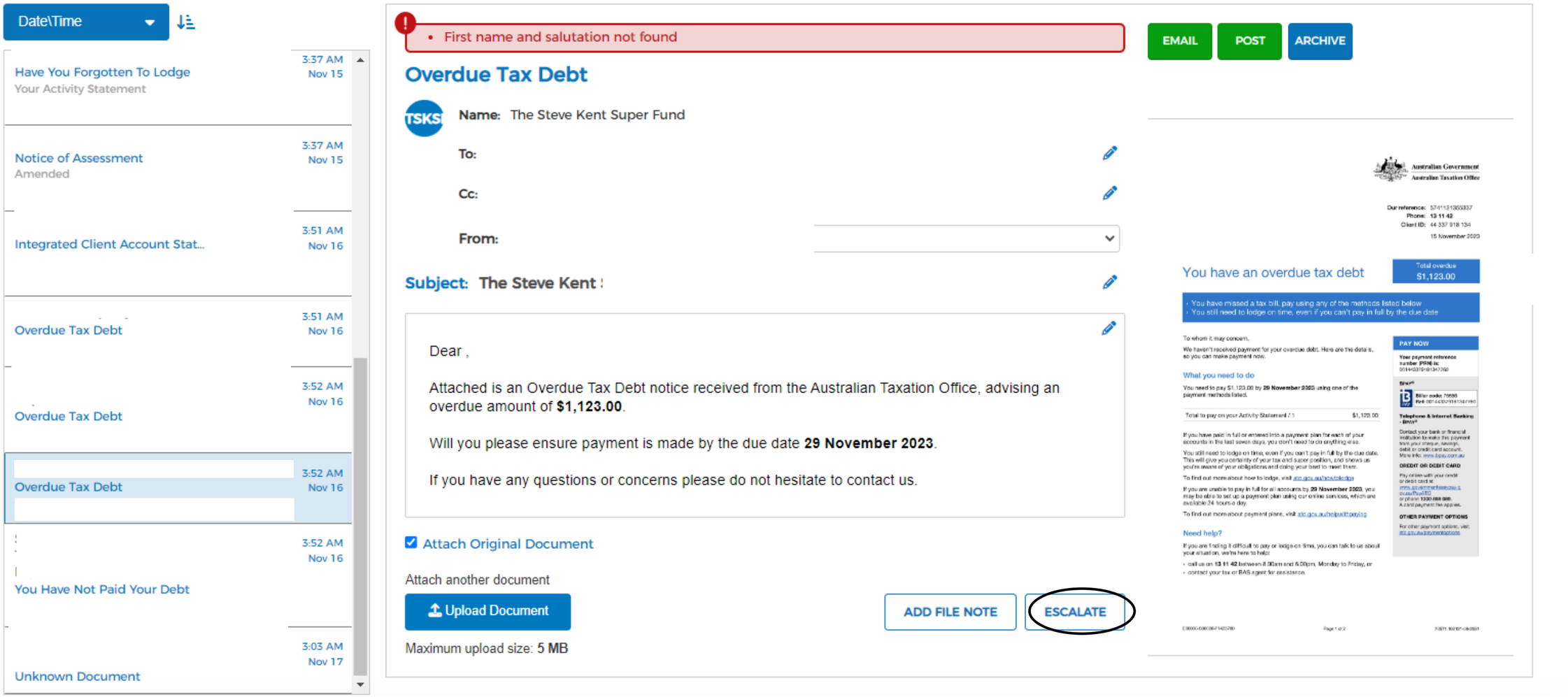
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REVIEW QUEUE



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Escalate:



- By Selecting Escalate Option it will direct to the dashboard, Like a popup menu,
- Escalate tab will be handled by the Client and they will handle with end client.

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Thank You

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