



Your tax and super checklist

Keep this checklist handy. It will help you get started on your tax and super journey.



Earning your own income is exciting!


You are now one of the millions of Australians who pay tax and earn super. The taxes you pay help run services like schools, roads, and hospitals. The more super you accumulate, the more money you'll have for your retirement.

Here's a checklist to get you started on your tax and super journey.

Scan the QR code below for more information on each of these steps.

- First things first, you'll need a tax file number (TFN).**

This is a unique number that will be yours for life and ensures you don't pay more tax than necessary. You'll also need a TFN if you apply for an education loan. It's free to apply for a TFN! Find out if you can apply online or by another method, like at Australia Post.
- When you start a new job,** complete a *tax file number declaration form* so your employer takes the right amount of tax from your pay. It's quicker to complete it online; just make sure you:
 - understand when to claim the tax-free threshold
 - advise your employer if you have an education loan.
- Once you've received your TFN,** check that your myGov account is linked to the Australian Taxation Office (ATO). This makes managing your tax and super quick and easy.
- Start off on the right track by taking charge of your super!**
 - Start by choosing your super fund with the *Superannuation standard choice form*. Use the YourSuper comparison tool to help pick a super fund that's right for you.
 - Make sure your details are up-to-date with your chosen super fund.

 **This is a general summary only.**
For more information go to ato.gov.au/newtotax

Lodging your first tax return?

Lodging online is free and easy with myTax, or you can use a registered tax agent. Either way, our website can help you get it right.

Hungry for more information?

(We know you are)
Scan the QR code for more information about tax and super. There's also a free Work Ready Course you can do!

