# About income reporting transcript

If you get an Income Support Payment and you or your partner work, you need to let us know so we can pay you the right amount. Your employer may use Single Touch Payroll, also known as STP, to let the Australian Taxation Office know your income. We use some of this information to prefilled your income details when you report. If they don't use STP or we don't have the data when you're due to report, you will need to add your income details yourself. Some information in this video may not apply to you. You may have to report in a different way based on your personal circumstances. If you're unsure how you need to report, call your regular payment line.

You can report your employment income in a number of ways. You can:

* sign in to your Centrelink online account through myGov and select the Report Income task or find it in the menu
* Use the Express Plus Centrelink mobile app. Use our how to report your income using the Express Plus Centrelink mobile app online guide for detailed instructions
* or call the Centrelink reporting line on 133276.

To report, you need to confirm your employment details. If we've prefilled the information for you, a before you report message will tell you there's some information to check. Check the prefilled employment details against your payslip. If they write, submit and continue. If they're wrong, edit it or add other income your employer paid you before you submit and continue. You'll be able to add income paid by other employers later in the report. If your information hasn't prefilled or your partner gets an income, you'll need to manually add it. You'll need your payslip and your partner's payslip to do this. There's no need to upload them unless we ask you to. When adding your income or your partner's income, make sure you use the gross amount before deductions on the payslip. Don't use the amount you get in your bank account. If your partner gets an income support payment and they've already reported their income, we won't ask you to report their income. For more detailed instructions, go to our reporting employment income help guide. To see what other details you may need to report, watch the What to Report section.

You need to report before 5 p.m. local time on your reporting date to avoid delays. You can find your reporting date by signing into myGov and selecting Centrelink. You can also find it in the Express Plus Centrelink mobile app or by calling your regular payment line. If you don't report your income regularly, you need to tell us about any income you get within 14 days of the pay date on your payslip. To make it easier for you, you can set up reminders to report your income each fortnight. You can find out how to get reminders to report income to Centrelink on our website.

## What to report

What you need to report depends on the payment you get. This can include mutual obligation requirements and hours you’ve worked in the reporting period. You can find out more about mutual obligation requirements on our website.

When you report your income, always report the gross income you or your partner get. The gross income is the total income your employer pays before tax and other deductions. It's different to the amount you get in your bank account. You'll see this on your payslip.

We assess what we pay you based on income that you and your partner got within your entitlement period. You still need to report any income your partner was paid, even when you don't earn anything yourself. Your partner's income won't pre-fill, so you'll need to enter it manually. If your partner is getting an income support payment and they've already reported their income, you won't be asked to report this income again.

If you're salary sacrificing, the salary sacrificed amount will show as a deduction on your payslip. These display in your report as a non-assessable deduction. You need to report the amount you sacrifice because it's assessable income and we assess your full gross income for your payment.

If you get an allowance to repay you for a cost you paid as part of your employment, it's not assessable. If you see an allowance is prefilled as a Qualification or Other Allowance, we'll ask you if this is a reimbursement.

## Other details

Depending on what payment you get, you may need to provide us with other details when reporting your income. At tax time, if you report your or your partner's income, there's some extra information you need to tell us.

If you're a jobseeker managed by Centrelink, we'll ask you if you've met your job plan requirements for the reporting period. Find out more about your obligations on our website.

Reporting your income is different to updating your family income estimate for Family Tax Benefit and Child Care Subsidy. Even if you report your income, you also need to make sure your family income estimate is accurate. We balance your Family Tax Benefit and Child Care Subsidy after you lodge your tax return with the Australian Taxation Office, or you tell us you don't need to lodge one. If you have a partner, they need to do this too. Find out more about balancing or how to update your family income estimate on our website.

Your employer may report Reportable Fringe Benefits, also known as RFB. Some examples of fringe benefits are salary sacrifice amounts or non-monetary items you get on top of your income and will not show on your payslip. You can find out more about what RFB is and what you need to let us know on our website.