

mark trovato  
CHARTERED ACCOUNTANTS  
*Thinking ahead and beyond*



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## Welcome to a new year!

### 2020/2021 New Financial Year

Although it's not a time of celebration around the globe, we are very appreciative of our current environment here in Western Australia compared to the rest of the world.

Our team has been working hard on the remaining 2019 Tax compliance outstanding due to the lost hours working on JobKeeper, JobSeeker and PAYG Cash Boost. We thank you again for your patience at this time.

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### 2020 Income Tax Returns

Please note that the ATO have recommended **NOT** lodging your 2020 Income Tax Returns until the end of July 2020. They are currently updating their systems and will be under maintenance at times during this period. The advice we have received is to withhold lodgements in case taxpayers' Employment Income Statements are not finalised via STP which could result in incorrect data reported on tax returns.

If you wish to provide your 2020 information to us for preparation, we recommend that we delay the lodgement until such time as advised by the ATO.

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### New for MTCA clients - ASK

This year, we will be introducing a new system for contacting you with any queries in relation to your income tax returns and/or financial statements. Rather than direct emails, you can expect to receive a series of questions via our Xero system called ASK. Should you receive an ASK email, please click here for [instructions](#) on how to log in.

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### JobKeeper

Those businesses enrolled by MTCA would have received regular emails reminding you to check your minimum wages payments for all your Eligible and Enrolled Employees at the end of each fortnight. You will also have received a questionnaire through ASK requesting information for your monthly JobKeeper claim submission.

For the remainder of the JobKeeper Scheme, please look out for the following:

#### **At the end of each ATO Fortnight**

All enrolled businesses with Eligible Enrolled Employees will receive a reminder through the ASK system to confirm your minimum gross wages payment requirements. This reminder will not be sent to businesses who have no Enrolled Employees in the JobKeeper Scheme.

*We are currently in ATO JobKeeper Fortnight #7 (22/6/2020 to 5/7/2020) therefore the next reminder will be sent on Thursday 2 July 2020.*

#### **At the end of each month**

All businesses enrolled in the JobKeeper Scheme will receive a questionnaire through the ASK system requesting information required to accurately complete and submit the Monthly Claim Form with the ATO.

Please review and answer ALL the questions for us to efficiently complete your JobKeeper claims promptly.

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## STP Finalisation - 2019/2020

An annual requirement for a business with employees is to prepare Payment Summaries and declare the final wages figures to the ATO. With Single Touch Payroll this system is a lot simpler than previous years. Those businesses who have been reporting their payroll via STP will not be required to prepare Payment Summaries for their Employees. They will however need to submit a Final Report through the STP system confirming all wages for the financial year.

For those businesses reporting STP through Xero or MYOB, please contact **Alison** or **Vanessa** at our office for assistance.

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## Contact Us

For all other enquiries, please contact us.

Kind Regards

The Team

**Mark Trovato Chartered Accountants**

[www.marktrovato.com.au](http://www.marktrovato.com.au)



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### Contact Us

**Address:**

Suite 2 / 71 Kent St, Busselton

Western Australia 6280

**Phone:** 08 97544499

**Fax:** 08 97543444

**Email:** [info@marktrovato.com.au](mailto:info@marktrovato.com.au)

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## ASK via Xero

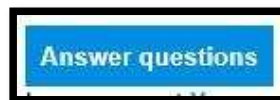
We are currently implementing a new system for queries that relate to your income tax return and/or financial statements. Should you receive an email from one of our team members via ASK it will appear as follows:



- From: *(MTCA team member) "via Xero"*
- Subject: *In blue*

## To Log In

**You do not need to own a Xero Accounting file** for your business in order to log into the ASK system. The body of the email you receive will contain a message from your MTCA team member stating the number of questions they would like you to answer. To log into the questions, please click:



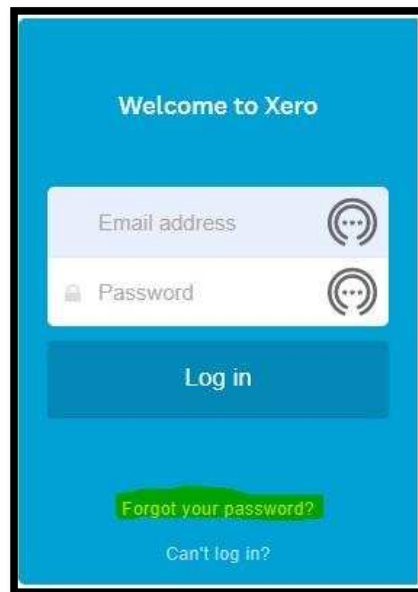
You will now be directed to the Xero browser log in page.

- If you already have a Xero login under the **same username**/email address you were sent the questionnaire, you may log in as per your usual practice.
- If you have a Xero login under a **different username**/email address you received this questionnaire, please contact us to send again to your preferred address.
- If you **don't have an existing Xero log in**, please see instructions below.

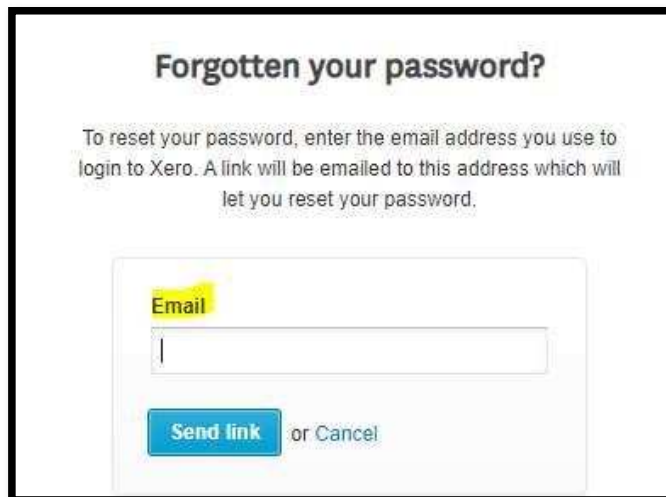
## To Create Your Xero Log In

At the Xero log in page, you will see this box:

1. **Please complete the following:**
  - On the first line, enter the email address you received the questionnaire through;
  - Do not enter a Password here;
  - Click on "Forgot your password"



2. Enter the email address that you **RECEIVED** the questionnaire through.
3. Click "Send link"



4. **Check your emails for a standard password reset link.**

( You may need to check your Junk folder )
5. **Return to the Xero Log In page and re-enter your details**

You should now be logged into the ASK system. Continue following instructions on screen to answer the required questions.