



## How to access the Compliance Review questionnaire through the Online Services Portal

Use this guide if you have received an email from RevenueWA asking you to complete a questionnaire about:

- property ownership or
- your liability to pay payroll tax or
- vehicle licence duty.

Government of Western Australia Department of Finance RevenueWA
Dear Sir / Madam
Your Reference Client Name
We have information that indicates a property you owned may have incorrectly received a residential exemption for the 2022/2023 assessment year. We request that you complete a questionnaire about the property's ownership and use on RevenueWA's Online Services Portal to assist us with assessing your eligibility for the exemption.
What is land tax? Land tax is an annual tax on land that is not exempt. Your property received an exemption on the basis that the owner of the land was using the land as their primary residence. See more information about land tax.
What we need you to do Complete the questionnaire by 2nd May 2024. Use this link to access the Online Services Portal. We support Geogle Chrome, Microsoft Edge, Mozilla Firefox, and Safari.
Click twee to access the user guide which will assist with accessing the online questionnaire outlined in steps 1 to 4 below.
Covate or log into your RevenueWA Portial account     Select Compliance Review     The Client Name stated at the top of this email     Enter the Reference No and the Client Name stated at the top of this email     Respond to the questionnaire
You must have a portal account to access the questionnairs. If you don't already have one, please follow the instructions to register for your free, secure account.
Outcome of the review Based on the information you provide we will either:
confirm the property qualifies for the exemption     notify you tail the property down qualify for the exemption     contact you to obtain further information.
If you don't complete the questionnaire and provide us with the evidence the exemption has been applied correctly, the exemption may be removed based on the information we already have.
If the information you provide in the online review is later found to be incorrect, you may be subject to penalties at a higher rate. Please see <u>Commissioner's Practice TAA 19 Remission of Penalty Tax - Reassestments</u> for more information.
How do I know this email is legitimate?
To confirm the information in this email, visit <u>vorw.vas.gov.au</u> (the WA State Government website). 1. In the search field on the homespape, type "compliance review portal guide". 2. Click the fitter studi, which devices yout and work on an environment/multi-step guides/online-services-portal-guide/compliance-review-portal-guide. 3. Click on Online Services Portal in the took of the page 4. Follow the earlier instructions to complete the guidestronaite.
Please daraged this small if you are not the intended recipient. Under the Taxation Administration Act 2003 a person who intentionally or unintentionally provides information that is incorrect, incomplete or misleading may be adject to additional penalties or prosecution.
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A link to the Online Services Portal has been provided in your email.

- If you **do not** already have an account for the Online Services Portal, <u>follow these</u> <u>steps to register and create an online account</u>.
- If you **do** already have an account for the Online Services Portal, <u>follow</u> <u>these steps to log in to your existing online account</u>.

Before you complete the questionnaire, you may wish to upload documents supporting your <u>authority to act</u> as an authorised person.

Once you have done this, an Online Questionnaire screen like the examples below will be displayed. Please complete and submit the questionnaire by the date stated in your email.

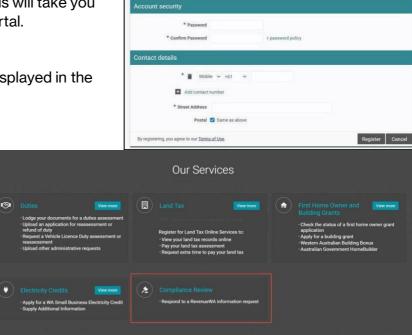
Land Tax Primary Residence Exemption	Online Questionnaire				Online Questionnaire		
RevenueWA has information to suggest that the property at #ABIE DR AUGUETA \$200 (the property is not settline to the land tax everyption previously applied for the 2002/2023 assessment year.	Payroll Tax Unregistered Taxpayer				Vehicle Licence Daty		
The response you provide in this questionneer will assart us to determine whether the property is aligible for the exemption. If you are completing this questionneire as an authorized representative, your answers about the based on the swhet's use of the property	RevenueND Juneraly has intermediated august the 2021 and 2020.	ENC ARTING PTV (TD)	ty) may be liable for payod a	n i in the firmwise year entire_30m June 2023,200	Ferenality has information to appart the following vehicle loadice asseed to you may have had an income that be related to called		
Get our autoate for more information about land tax.	The responses you provide in this quest conside a Blassic provide accurate information.	at us to determine whether the entity is its	tie for peyral tax. Vocuell oe	when where your ways and built-way work to	NEEDENACTURE VERRY MARKER MICEELS- NEUTER		
1 Primary Residence	1 WA Employees				On ACQUEED JATE you accurat addee with a direct ACMUET_VALUE which is beaution in the actual or many accurate in the guestionness of exercise to the object way which is the careful direct and has been decired.		
*1 For which of the following assessment peers was the property your primary place of residence?	11 Dec the artigle apply completes in Walter A	unist			<u>ter un antipie</u> to no enternation on efficie nerve data induction datase estas.		
Assessment Year Primary residence?	O No O No				1 Transaction Details		
2019/20 (30 June 2019) 🔿 Yes 🔿 No	11.2 On what date did the entity first angage employe	eer in Western Australia?					
2025/21 (30 June 2026)	15				111 Switch the collegery which have described your ministrating with the Table		
2021/22 (30 June 2021) O Yes O No	10				w v		
2022/23 (30 June 2022) O Yes O No	2 Payroll Tax Liability				As a vehicle party terms for, the partness price of the vehicle any null be a vehicle vehicles of the datable rate (mained vehicle) of the vehicle of the close of benefits and other factors and to close other to close other vehicles the datable rate of the vehicle.		
2023/24 (30 June 2023) 🔘 Yeo 🔿 No					*12 What was the purchase price of the version?		
Your primery place of residence is where you ent and sizep and have your settied or usual above. It is where you fire, the place you call home free more information about intents considered a setsorial antenny insidence.	12.1 To contem paymil tex liability please provide the						
To qualify for the exemption, the outer must use the property as their primery place of residence at midsight 30 June before the assessment year. For example, 30 June 2000 must apply to the 2020/21 assessment year.	Assessment Period	Wit Tanable Magery	Information Wagers associate UNI Wingon	Total Australia with Wager	*1.1 How was payment for the vector match		
	2020 (01/02/2014-01/12/2014)	50	90	33			
2 For any of the assessment years listed above, shat are the addresses of any other properties you correct and used as your place of residence or 20 Jane?	2020 (01 01 2020-30/06/2020)	50	90	53	"14 Please enter the market value (suffable value) you believe should have been declared at the time of the transfer/grant of the leance		
	2021 (01/07/2020-20/06/2021)	50	35	53			
	2022 (01/07/2021-00/06/2022)	90	90	80	169082657		
	2323 (01/07/2822 30/06/2023)	50	30	53	Pressentile that the dynamic value of a vehicle or the value for which is could be obtion the open method.		

## Register and create an online account

- 1. On the Online Services Portal home page, click Register in the Online Account box.
- 2. Provide your name and email address. Tick 'I am not a robot' and click 'Submit'.

Before you can access our services register your email with us. It only t	
Given Names	
Family Name	
Email Address	
i'm not a robot	reCAPTOHA Privaty - Terra

- 3. Click 'OK' on the pop-up information box.
- 4. An email will have been sent to the email address you provided. Select 'Continue' or click the link to finish creating your account. This will take you to the Registration screen.
- 5. On the registration screen, create and confirm your password, add your contact details and select 'Register'. This will take you back to the Online Services Portal.
- 6. Your user login details will be displayed in the top right corner of the screen.
- 7. Select Compliance Review from the bottom of the screen.
- 8. Provide your Reference No and Client name. This information is in the email from RevenueWA.



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Your Name

Email Address

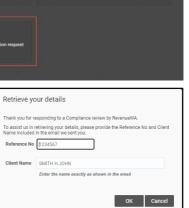
Hi , you're almost there!

Registration

click the button below or copy the URL into your

131 3

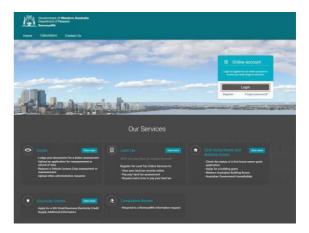
Please note, for payroll tax, the Client Name is the Entity Name. Select 'OK'. The <u>authority to act</u> will be displayed.



## Log into your existing account

- 1. On the Online Services Portal home page, click 'Login' in the Online Account box.
- 2. Enter your login details and select OK.

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**Our Services** 

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- 3. Your user login details will be displayed in the top right corner of the screen.
- 4. Select Compliance Review from the bottom of the screen.
- 5. Provide your Reference No and Client name. This information is in the email from RevenueWA.

Please note, for payroll tax, the Client Name is the Entity Name. Select 'OK'. The Proof of identity or authority to act will be displayed.

13

Retrieve yo	our details
Thank you for r	esponding to a Compliance review by RevenueWA.
	retrieving your details, please provide the Reference No and Client in the email we sent you.
Reference No	1234567
Client Name	SMITH H JOHN
	Enter the name exactly as shown in the email

## Authority to act

Complete the 'authority to act' field.

You may upload a document supporting your authority to act. To add a document, select the document type, choose the file and select 'Upload'.

Complete the declaration tick box.

Select 'Continue'.

Authority to act					
Complete the following					
With regard to					
* Are you					
As an authorised representative, what is your relationship to the Taxpayer?					
If you wish to upload proof of your identity or documentation supporting your authority to act, select the upload button below. Find more information on our identity rec	quirements.				
You can use this template to provide authority to act on behalf of an individual or company.					
(Note - It is an offence to provide false or misleading information)					
Document Type Choose File No file chosen Upload					
J. declare that all information I have provided is true and accurate, and that any document provided to the Commissioner is a true copy of the origin	al.				
Continue Cancel					