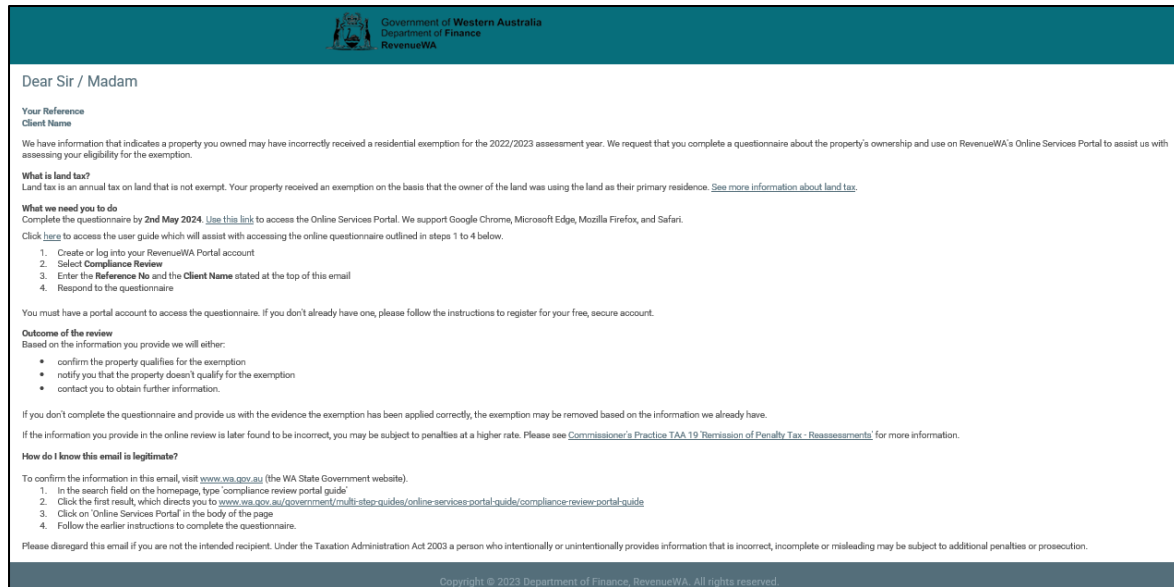




## How to access the Compliance Review questionnaire through the Online Services Portal

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.



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, [follow these steps to register and create an online account.](#)
- If you **do** already have an account for the Online Services Portal, [follow these steps to log in to your existing online account.](#)

Before you complete the questionnaire, you may wish to upload documents supporting your [authority to act](#) 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**

RevenueWA has information to suggest that the property at **84305 20 AUGUSTA ST** (the property) was entitled to the land tax exemption previously applied for the **2022/2023** assessment year.

The information you provide in this questionnaire will assist us to determine whether the property is eligible for the exemption. If you are completing this questionnaire as an authorised representative, your answers should be based on the correct use of the property.

[See this link](#) for more information about land tax.

**1 Primary Residence**

1. For which of the following assessment years was the property your primary place of residence?

Assessment Year	Primary residence?
2018/19 (30 June 2019)	<input type="radio"/> Yes <input type="radio"/> No
2019/20 (30 June 2020)	<input type="radio"/> Yes <input type="radio"/> No
2020/21 (30 June 2021)	<input type="radio"/> Yes <input type="radio"/> No
2021/22 (30 June 2022)	<input type="radio"/> Yes <input type="radio"/> No
2022/23 (30 June 2023)	<input type="radio"/> Yes <input type="radio"/> No

Your primary place of residence is where you eat and sleep and the area is used to cook, eat, or otherwise live. The place you call home. [See more information about land tax](#)

2. For any of the assessment years listed above, what was the address of any other property you owned and used as your place of residence on 30 June?

**Online Questionnaire**

**Payroll Tax Unregistered Employer**

RevenueWA has information to suggest that the employer at **84305 20 AUGUSTA ST** (the entity) may be liable for payroll tax in the financial year ending 30 June 2023/2024.

The information you provide in this questionnaire will assist us to determine whether the entity is liable for payroll tax. You will need to enter the payroll tax account details of any other unregistered employers.

**1 With Employees**

1.1. Does the entity employ or engage in Western Australia?

Yes  No

1.2. Do you use any of the entity's first unregistered employers in Western Australia?

Yes  No

**2 Payroll Tax Liability**

1.1. The tax amount paid for PAYG is shown in the table below for the entity's unregistered employers. These figures are in AUD and include GST on wages.

Assessment Period	WA Taxable Wages	Unregistered Employers	Total Australia-wide Wages
2022/23 (30 June 2023)	0.00	0.00	0.00
2023/24 (30 June 2024)	0.00	0.00	0.00
2024/25 (30 June 2025)	0.00	0.00	0.00
2025/26 (30 June 2026)	0.00	0.00	0.00
2026/27 (30 June 2027)	0.00	0.00	0.00
2027/28 (30 June 2028)	0.00	0.00	0.00

**Online Questionnaire**

**Vehicle Licence Duty**

Does the entity have information to suggest that the vehicle licence holder based at the property has not an incorrect vehicle licence based on the information you provide in this questionnaire?

Yes  No

1.1. List the categories which best describe your relationship with the below:

1.2. What was the date of the vehicle?

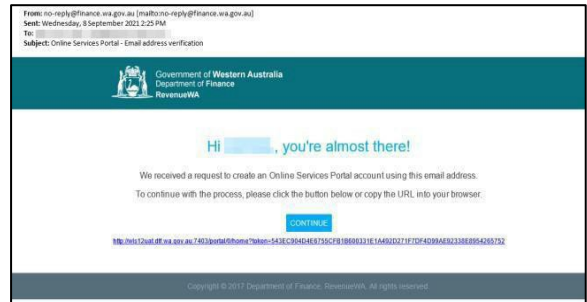
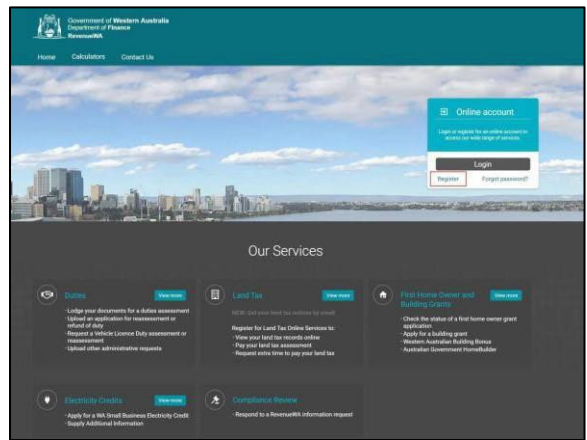
1.3. How was the vehicle used?

1.4. Please enter the vehicle's make, model and year. These should have been declared at the time of the vehicle's purchase of the motor.

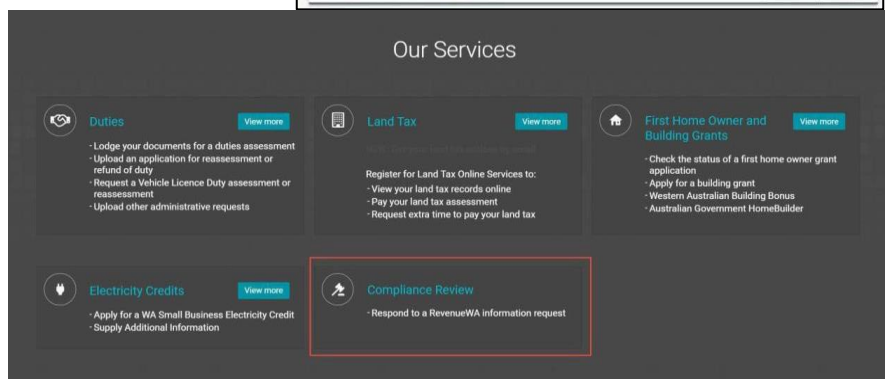
# Register and create an online account

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'.

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.



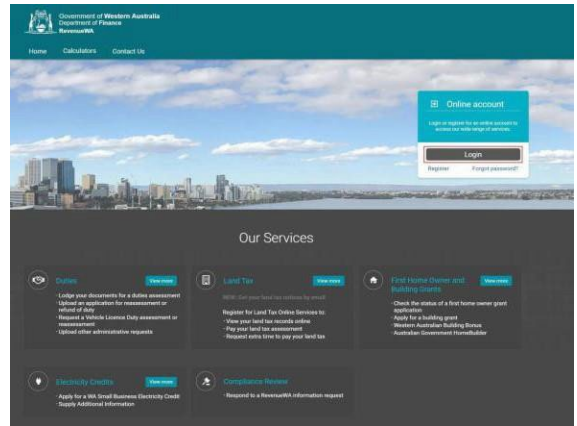
7. Select Compliance Review from the bottom of the screen.
8. Provide your Reference No and Client Name. This information is in the email from RevenueWA.



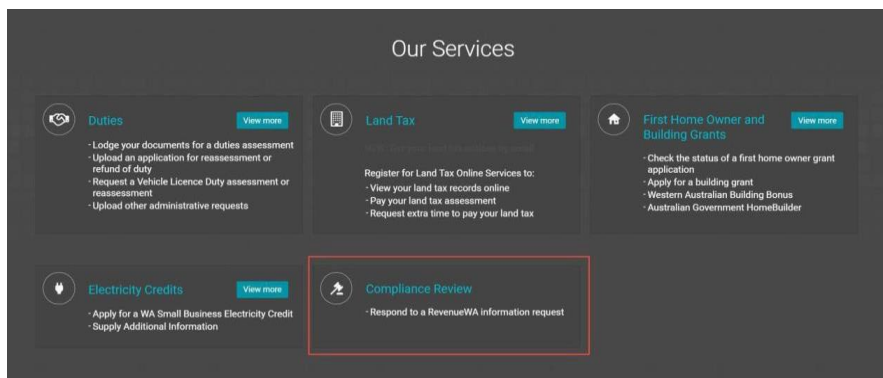
Please note, for payroll tax, the Client Name is the Entity Name. Select 'OK'. The [authority to act](#) will be displayed.

## 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.



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.

## 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'.