



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.

From: no-reply@finance.wa.gov.au [maîto.no-reply@finance.wa.gov.au] Sent.Fridyx, J. October 2021.12-56 PM To: Subject: RevenueWA: Your Land Tax Prinopal Place of Residence Exemption
Constructed of Western Australia Department of Finance RevenueMA
Dear Sir / Madam Client Name Your Reference
We have information to suggest a property you own or owned may have incorrectly received a residential exemption for the 2017/2018 assessment year. We request that you complete a questionnaire about the property's ownership and use on RevenueWAs Online Services Portal to assist us with assessing your eligibility for the exemption.
Land as an and an and a land a
You must have a portal account to access the questionnaire. 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:
tensore the exemption tensore the exemption tensive your response to the online review and advise you of the outcome order 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 aiready have.
If the information you provide in the online review is later found to be incorrect, you may be subject to penalities at a higher rate. Please see Commissioners Pixetox TAA 19 Remission of Penalty Tax for more information.
Please disregard this email 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 subject to additional penalties or prosecution.
Copyright © 2021 Department of Finance, RevenueVXA. All rights reserved. View this email in your browser

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> steps to register and create an online account.
- 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 will need to provide <u>proof of identity or</u> <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.

Online Questionnaire	Online Questionnaire	Online Questionnaire
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2 for any of the advantment pairs folded above, what are the addresses of any other properties processes and used as your packs of insidence on 32 cure?	1414 1414 <td< td=""><td>INVESTOR Press noti that the active rules of a vehicle is the user for vehicle is safe to safe to be user rules</td></td<>	INVESTOR Press noti that the active rules of a vehicle is the user for vehicle is safe to safe to be user rules

Please complete and submit the questionnaire by the date stated in your email.

Register and create an online account

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

sefore you can access our service register your email with us. It only	s, you'll need to takes a few moment:
Given Names	
Family Name	
Email Address	
I'm not a robot	MCAPTCHA Riggi - Terra

- 3. Click 'OK' on the pop-up information box.
- An email will have been sent to the email 4. 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.

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- 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.



Provide your Reference	Electricity Credits Viewmore Compliance Revi
No and Client	Apply for a WA Small Business Electricity Credit Supply Additional Information Supply Additional Information
name. This information is	
in the email from	
RevenueWA.	
Please note, for payroll tax, t	the Client Name is the Entity
Name. Select 'OK'. The Proo	f of identity or authority to act wil

Retrieve your details

Thank you for re	esponding to a Compliance review by RevenueWA.
To assist us in r Name included	etrieving your details, please provide the Reference No and Client in the email we sent you.
Reference No	1234567
Client Name	
onent Hume	Enter the name exactly as shown in the email
	OK Cancel

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.

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Retrieve yo	our details
Thank you for re	esponding to a Compliance review by RevenueWA.
To assist us in r Name included	etrieving 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
	OK Cancel

Proof of identity or authority to act

Complete the 'proof of identity' or 'authority to act' fields.

Upload proof of your identity or proof of authority to act. To add a document, select the document type, choose the file and select 'Upload'.

Complete the declaration tick box.

Select 'Continue'.

