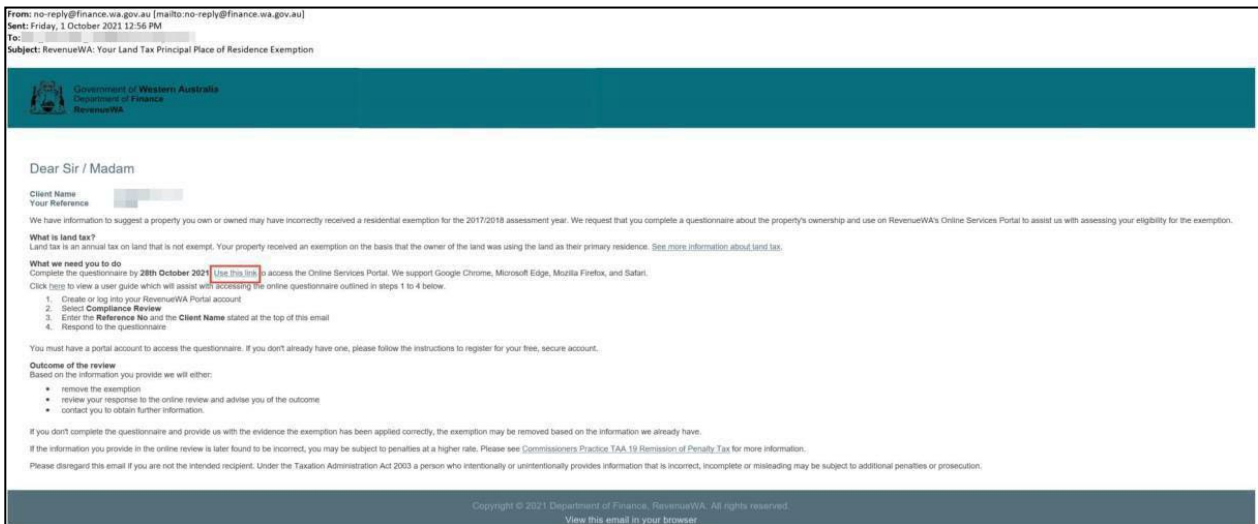




How to access the Compliance Review questionnaire through the Online Services Portal

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 will need to provide [proof of identity or authority to act](#) as an authorised person.

Once you have done this, an Online Questionnaire screen like the examples below will be displayed.

Online Questionnaire
Land Tax Primary Residence Exemption

RevenueWA has information to suggest that the property [redacted] (the property) is not entitled to the land tax exemption previously applied to the 2017/2018 assessment year.

The response 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 owner's use of the property.

[See our website](#) for more information about land tax.

1 Primary Residence

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

Assessment Year	Primary residence?
2017/18 (30 June 2017)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2018/19 (30 June 2018)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2019/20 (30 June 2019)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2020/21 (30 June 2020)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2021/22 (30 June 2021)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Your primary place of residence is where you set up sleep and have your settled or usual abode. It is where you live, the place you commute [See more information about what is considered a primary residence.](#)

To qualify for the exemption, the owner must use the property as their primary place of residence at midnight 30 June before the assessment year. For example, 30 June 2018 for the 2017/2018 assessment year.

2 For any of the assessment years listed above, what are the addresses of any other properties you owned and used as your place of residence on 30 June?

Online Questionnaire
Payroll Tax Unemployment Exemption

RevenueWA currently has information to suggest that [redacted] (the entity) may be liable for payroll tax in the financial year ending 30 June 2020, 2019, 2018, 2017 and 2016.

The responses you provide in this questionnaire will assist us to determine whether the entity is liable for payroll tax. You will need to make your wages and business receipts to payroll tax returns available.

1 WA Employees

1-1 Do you have any WA employees or former employees?

Yes No

1-2 Do you also have any WA employees or former employees in another jurisdiction?

Yes No

2 Payroll Tax Liability

2-1 Do you have payroll tax liability please provide the details (enter for the year) for each year below. Enter wages and business receipts with us only.

Assessment Period	WA Taxable Wages	Business Receipts	Threshold amount
2016/17 (30/06/2016 - 30/06/2016)			\$60,000
2017/18 (30/06/2016 - 30/06/2017)			\$60,000
2018/19 (30/06/2017 - 30/06/2018)			\$60,000
2019/20 (30/06/2018 - 30/06/2019)			\$60,000
2020/21 (30/06/2019 - 30/06/2020)			\$60,000
2020/21 (30/06/2019 - 30/06/2020)			\$75,000

Online Questionnaire
Vehicle Licence Duty

RevenueWA has information to suggest the following vehicle licence duty (if any) may have had an incorrect dutiable value declared.

On 28th July 2021 you declared dutiable value of \$ [redacted]. This vehicle was voluntarily used for a declared value of \$ [redacted].

The response you provide in this questionnaire will assist us to determine whether the correct dutiable value has been used. We are assisting by your information on vehicle licence duty including purchase price.

1 Transaction Details

1-1 Select the category which best describes your relationship with the State

1-2 What was the purchase price of the vehicle?

1-3 How was payment for the vehicle made?

1-4 Please enter the market value (dutiable value) you believe should have been declared at the time of the transfer part of the licence

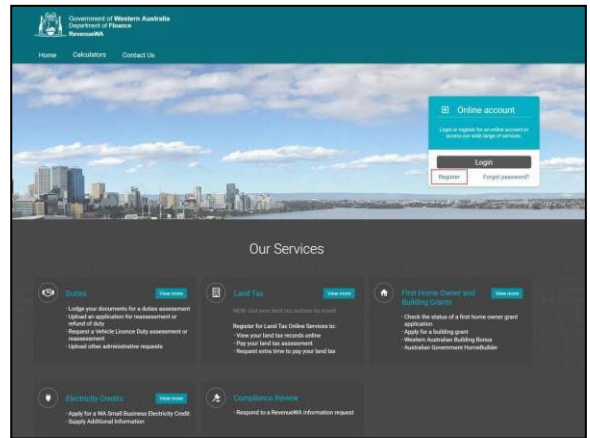
DATE RECEIVED

Please note that the dutiable value of a vehicle is the value for which it could be sold at the open market.

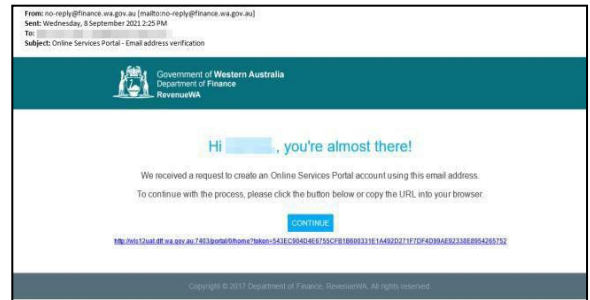
Please complete and submit the questionnaire by the date stated in your email.

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'.

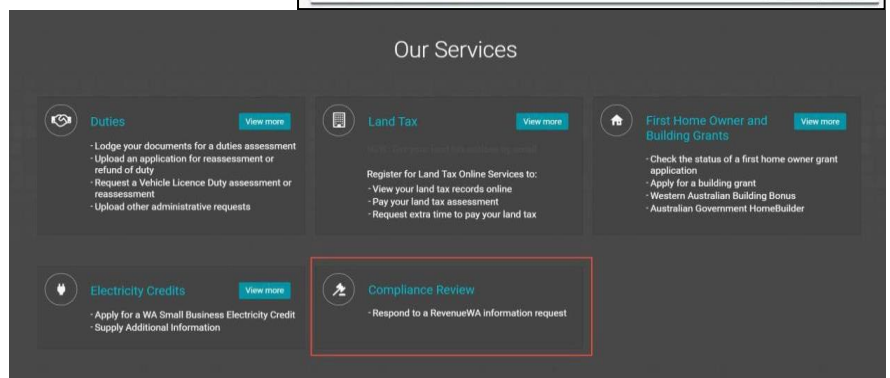


3. Click 'OK' on the pop-up information box.
4. An email will have been sent to the email address you provided. Select 'Continue' or click the link to finish creating your account. This will take you to the Registration screen.



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.

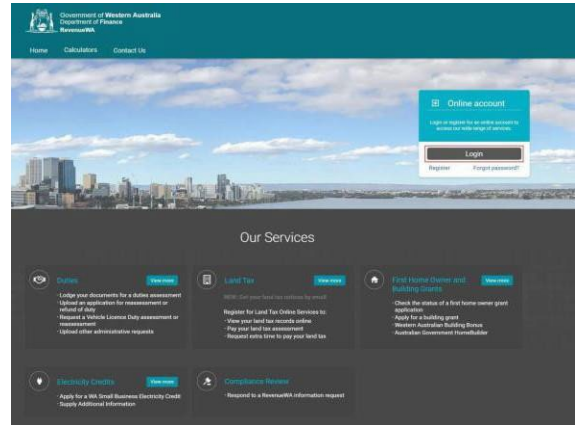
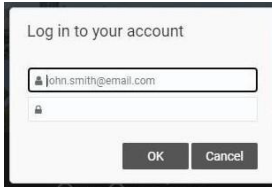
7. Select Compliance Review from the bottom of the screen.
8. Provide your Reference No and Client name. This information is in the email from RevenueWA.



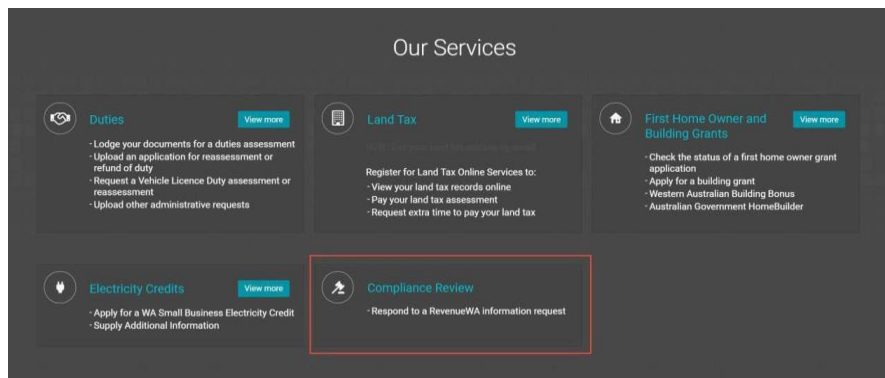
Please note, for payroll tax, the Client Name is the Entity Name. Select 'OK'. The Proof of identity or authority to act will be displayed.

Log into your existing account

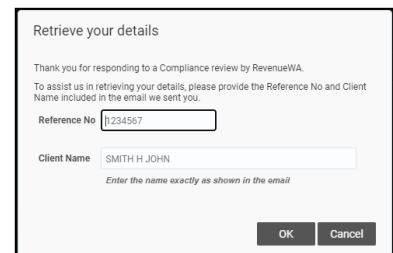
1. On the Online Services Portal home page, click 'Login' in the Online Account box.
2. Enter your login details and select OK.



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.



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'.

