

more
than
money



Where to find

Australian Taxation Office (ATO)

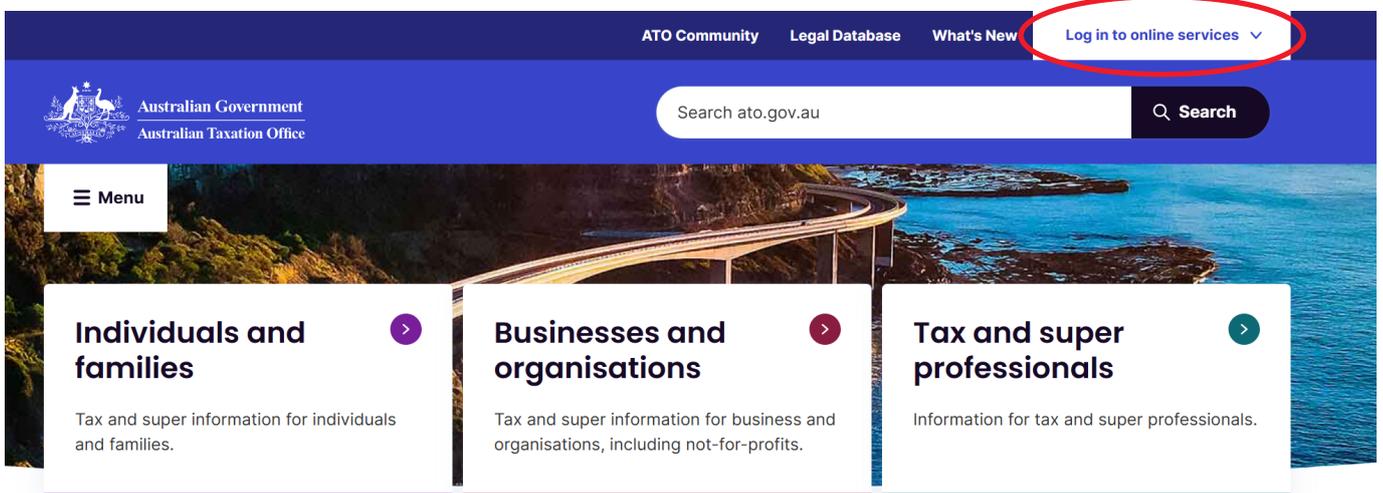
Documents



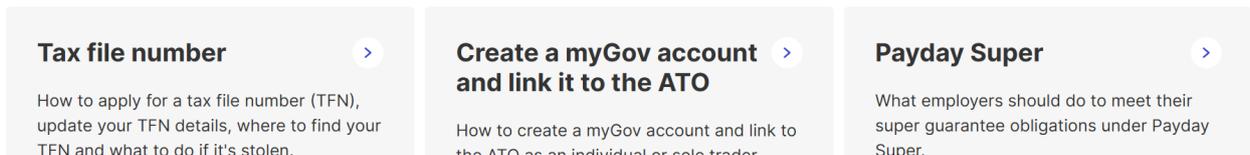
Where to find Australian Taxation Office (ATO) Documents and how to save them as PDFs.

Logging in

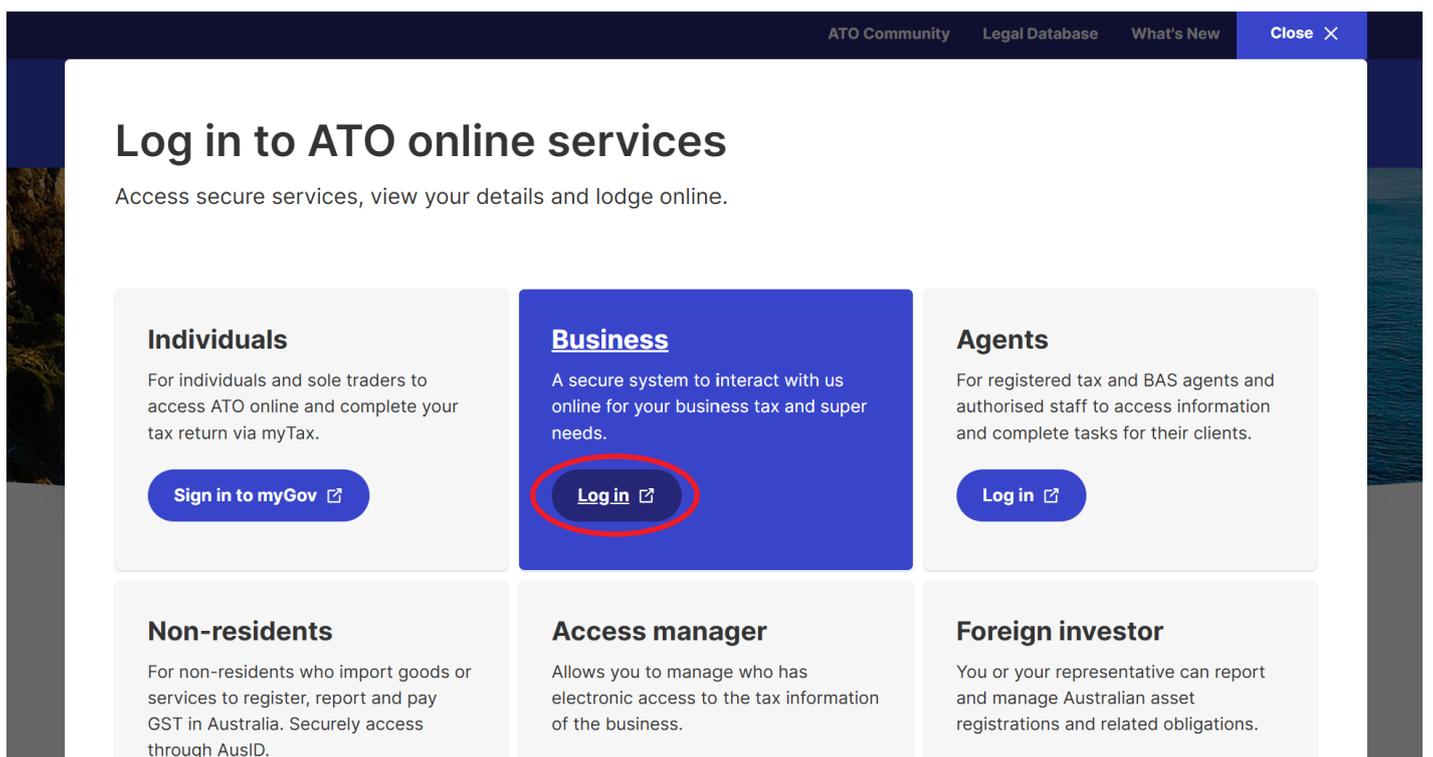
1. Ensure you are logged into your **Australian Taxation Office (ATO) Account for Business**. Visit **ato.gov.au** and select **Log in to online services**.



Popular topics

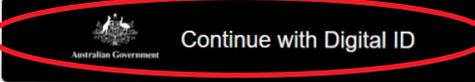


Select **Log in** within the **Business** section.



Select **Continue with Digital ID** to log in.

Online services for business



Continue with Digital ID

Digital ID [↗](#) is a safe, secure and convenient way to prove and reuse your ID online.

By logging in, you agree to the [terms and conditions](#) [↗](#)

Use Online services for business to interact with us online for all your tax and super needs.

Alternatively, if your **business** account is linked through your **myGov** account, you can log in through **myGov**. Scroll to **Linked Services** and select **Australian Taxation Office** (ATO). You will then be directed to ATO Online Services.



Australian Government  myGov

Home Browse Search  My account  Help

Welcome

 **Inbox**
Read important messages from linked services

 **Security review**
Check what actions you need to take to protect your account

 **Payments & claims**
Track payments, claims and applications

Linked services (3 linked) [View and link services](#) [>](#)

 Go to **Australian Taxation Office** 

Go to **Centrelink** 

Go to **Medicare** 

Accounts Summary

- Once you've logged in, select **Accounts and payments** in the header and select **Accounts summary**.

Australian Government
Australian Taxation Office

Account Logout

Accounts and payments Lodgments Employees Communication Profile

Accounts summary
Tax accounts
Excise accounts
Resource rent tax accounts
Super guarantee accounts
Transfer request
Refund request
Payments
Payment plans

Payments are up to date.

Account name	Description	Due date
Income tax 001	Jul 2024 - Jun 2025 Tax return	View >
Activity statement 002	Jul 2025 - Sep 2025 Business activity statement	Prepare >

Accounts summary Tax accounts Activity statements Reports and forms
Super guarantee accounts Super fund administration accounts RAM Add quick link

Customise homepage

- You will be directed to an **Accounts Summary** page. Select **Print-friendly version** underneath your list of Accounts.

Australian Government
Australian Taxation Office

Account Logout

ABN Switch ABN

Accounts and payments Lodgments Employees Communication Profile

Accounts summary

Accounts

2 results found Filter

Account name	Payment reference number	Overdue	Balance
Income tax 001			Payment options
Activity statement 002			Payment options

Print-friendly version

4. A page like this will appear. Select **Print** on the top right.

Name

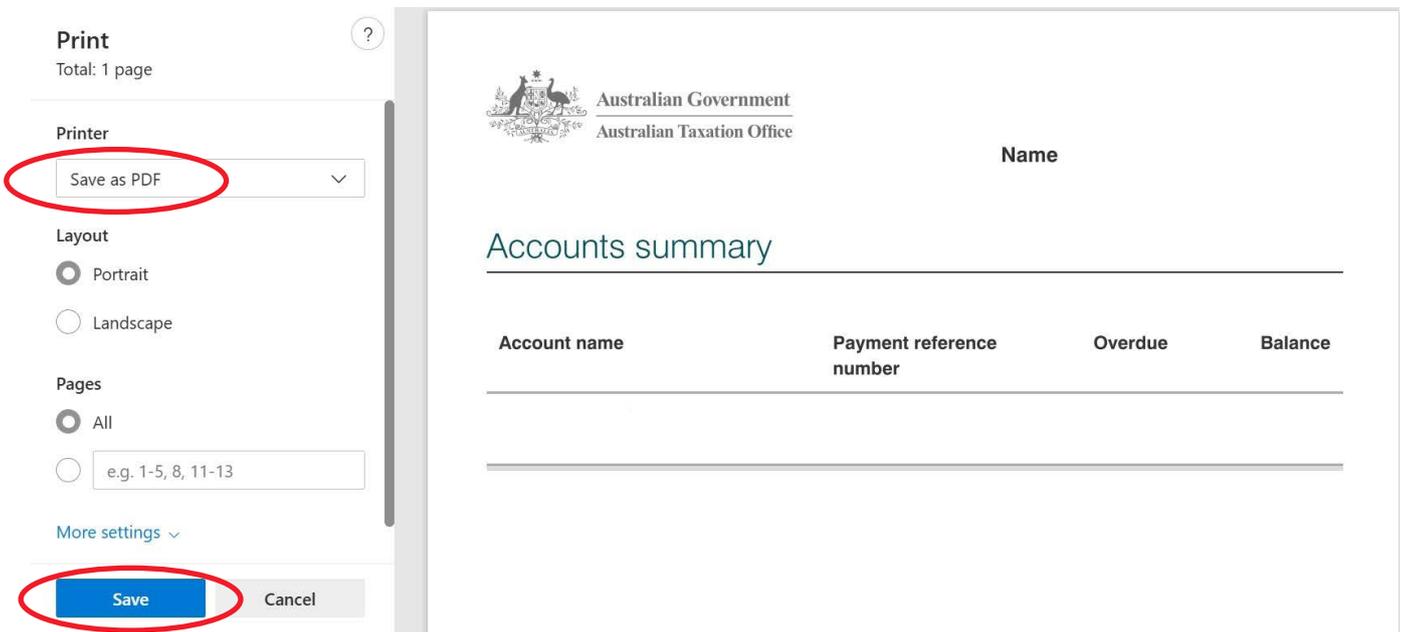
ABN

 Use print options to save as a PDF.

Accounts summary

Account name	Payment reference number	Overdue	Balance
Income tax 001			
Activity statement 002			

5. On the Print pop up window, under the drop-down options for Printer, rather than send to a physical printer, select **Save as PDF**. Then click **Save**.



Print
Total: 1 page

Printer
Save as PDF

Layout
 Portrait
 Landscape

Pages
 All
 e.g. 1-5, 8, 11-13

[More settings](#)

Save Cancel

 Australian Government
Australian Taxation Office

Name

Accounts summary

Account name	Payment reference number	Overdue	Balance
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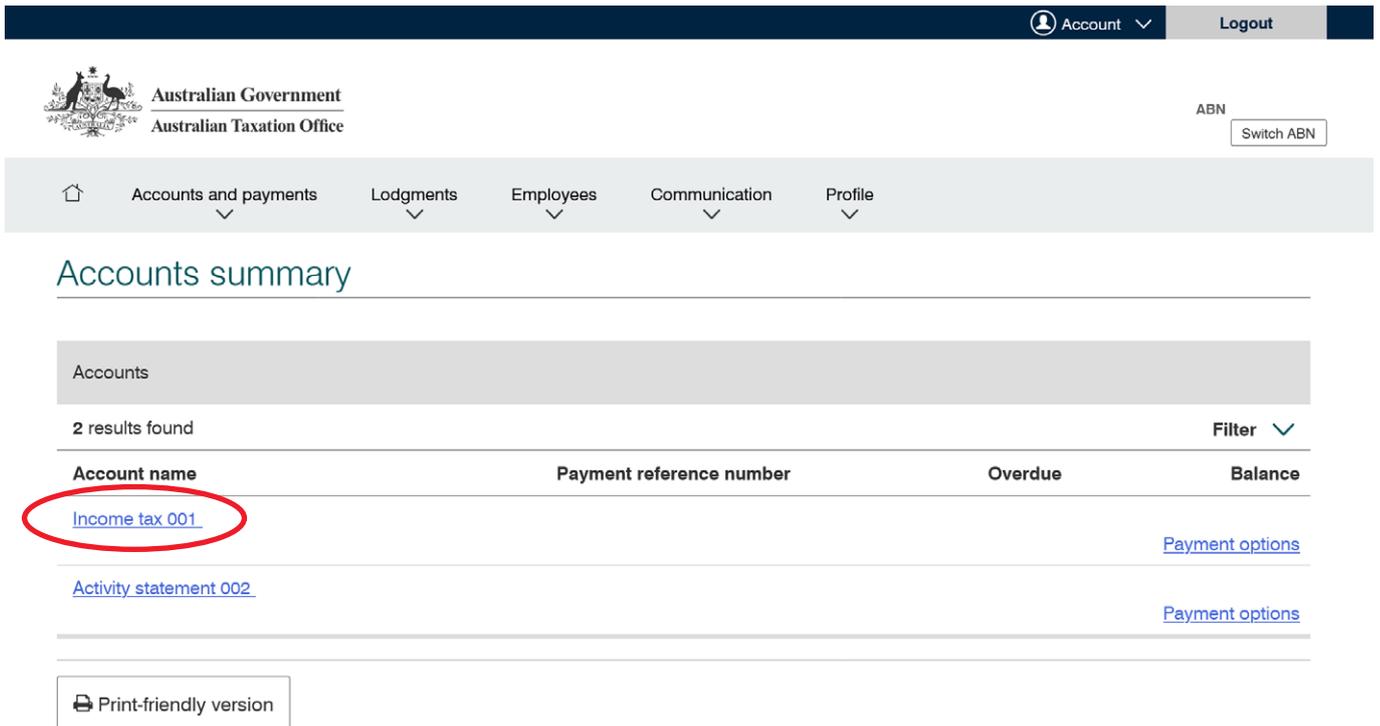
6. You will then be able to save this file as a PDF on your device. This file is your **Account Summary PDF** document on our list of required documents.

Account Transactions

7. For **every** Account listed on your Accounts Summary page (Step 3) you will need to submit a PDF for **each**. These are called your **Account Transactions**.

NOTE: In the Account Summary example above, you would need an Account Transaction PDF for “Income Tax 001” and “Activity Statement 002” as these are all the accounts listed. Every business is different; therefore, you may have more Account Transaction documents listed here. Payment Plans (if applicable) will also be listed here and will need to be included as an Account Transaction PDF.

8. Once you have returned to your Accounts Summary page (Steps 2-3), **select your first Account**. In this example you would select “Income Tax 001.”



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Account Logout

ABN Switch ABN

Accounts and payments Lodgments Employees Communication Profile

Accounts summary

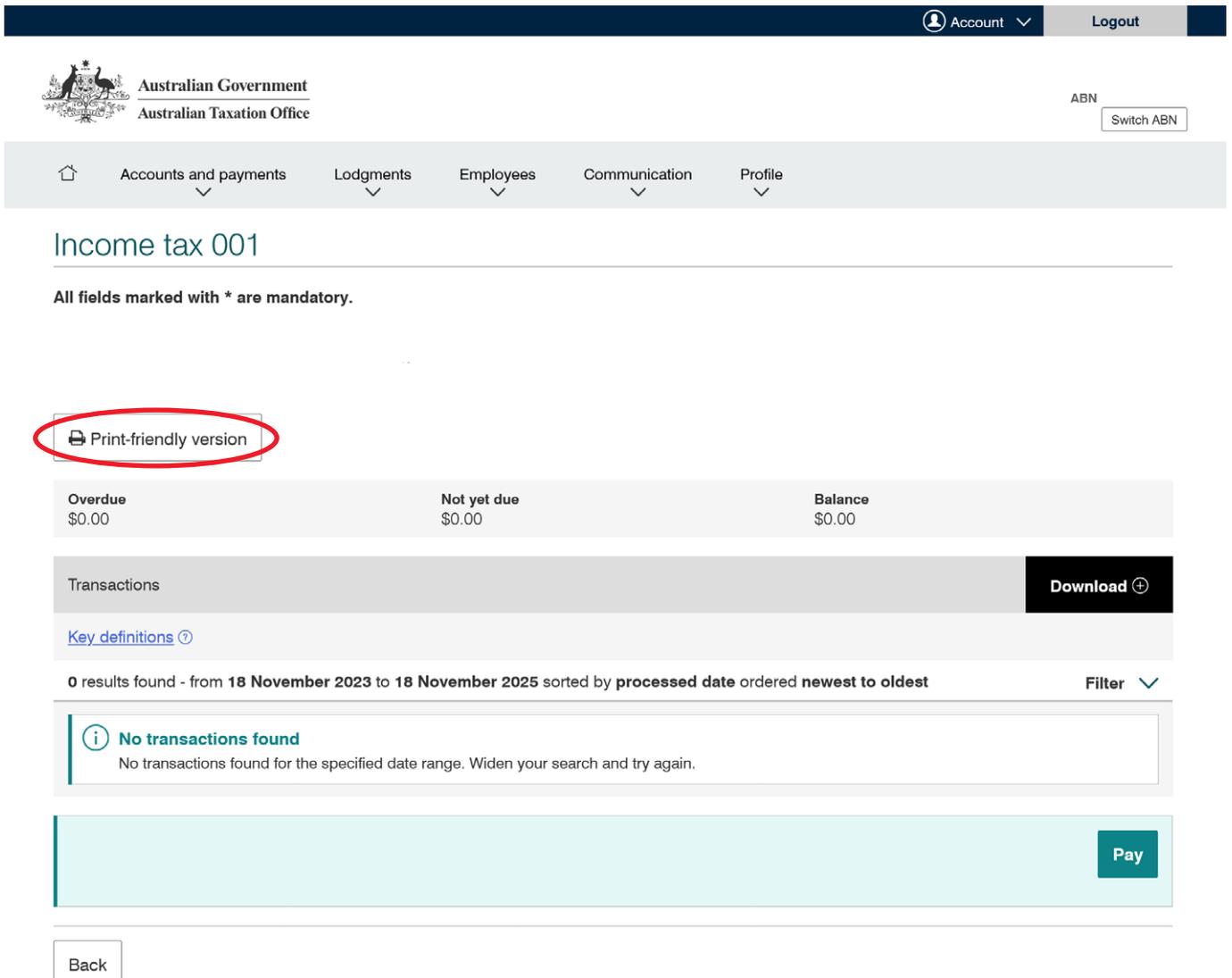
Accounts

2 results found Filter

Account name	Payment reference number	Overdue	Balance
Income tax 001			Payment options
Activity statement 002			Payment options

Print-friendly version

9. A page like this will appear. Select **Printer-friendly version** and follow the steps to save the file as a PDF as outlined in Steps 4-6.



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Account Logout

ABN Switch ABN

Accounts and payments Lodgments Employees Communication Profile

Income tax 001

All fields marked with * are mandatory.

Print-friendly version

Overdue	Not yet due	Balance
\$0.00	\$0.00	\$0.00

Transactions Download

[Key definitions](#)

0 results found - from 18 November 2023 to 18 November 2025 sorted by processed date ordered newest to oldest Filter

No transactions found
No transactions found for the specified date range. Widen your search and try again.

Pay

Back

10. Repeat Steps 8-9 for **all the Accounts listed on your Accounts Summary page** (including any Payment Plans listed there, if applicable).
11. Once you have saved all these files, they will qualify as your **Account Transaction PDF** documents on our list of required documents.

Frequently Asked Questions (FAQ)

Q: What if I can't see my business account in the ATO portal?

Make sure you are logging in via the ATO website through your Business account and not your Personal myGov account. If your business is not linked to your myGov account, follow the ATO's instructions for linking your business.

Q: I have more than two accounts listed (e.g., Activity Statement, Income Tax, others). Which ones do I need to provide?

Please provide documents for all accounts listed in your Accounts Summary. Each can be saved using the same steps 8-9.

Q: The "Save as PDF" option isn't available on my device. What should I do?

Try using your browser's print function and select "Save as PDF."

Q: My document is missing the ABN or business name. What should I do?

Ensure you are logged in under your Business account. The ABN and business name should appear at the top right of your documents. If missing, check your login method or contact the ATO for assistance.

Q: Do I need to include payment plan transactions?

If you have payment plans listed, please include transaction details for these as well, following the same save steps 8-9.

Q: Can I just provide screenshots ?

We can only accept PDF format files and no other formats including JPEG, Excel, or Word are accepted.

This guide was prepared by NAB in January 2026 using publicly available information. The functionality and layout of the myGov and ATO Online Services may change in the future.

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