



ezytax
BLUE

nla
guide

| Can client lodge a NLA? | NO Tax Withheld | Tax Withheld |
|-------------------------|---|--|
| Income < \$18,200 | YES | NO |
| | <p>Why? Client earned under TFT with no tax withheld.</p> <p>Eg: Sam works for Big W and earned \$16,421 in FY20 and no tax was withheld.</p> | <p>Why? If \$1 tax withheld, MUST do ITR.</p> <p>Eg: Cara works at Westpac and earned \$14,100 last income year and had \$21 tax withheld. Cara is under TFT but has had tax withheld so must do ITR (will get tax withheld as refund).</p> |
| Income > \$18,200 | NO** | NO |
| | <p>Why? Client earned over TFT therefore must pay income tax.</p> <p>**Depending on individual circumstances, the TFT can be increased. Things to look out for that will increase your clients TFT and may allow them to lodge an NLA include (for FY21):</p> <ul style="list-style-type: none"> • Low income offset • SAPTO • Zone and overseas forces • Invalid or carers offset | <p>Why? Client earned well over TFT and had significant tax withheld.</p> <p>Eg: Chris works for EzyTax and earned \$287,000 and had \$102,247 in tax withheld.</p> |

LOGGING NLA ON PORTAL

- 1) Once client has completed CIF add new client to Portal OR search for existing client.
- 2) Click **Lodgments** tab > click **Non-lodgment advice**.

My practice Reports and forms Communication

PORTCH, AVERIL TFN 155 712 571 Add to favourites

Summary Profile Accounts and payments **Lodgments** Super Business

For action

Lodgments

| Account | Description | Due date | | |
|----------------|--------------------------------|------------|---------|---------------------------|
| Income tax 551 | Jul 2019 - Jun 2020 Tax | 02/11/2020 | Overdue | View > |
| Income tax 551 | Jul 2018 - Jun 2019 Tax return | 31/10/2019 | Overdue | View > |

- 3) Check whether client is able to do NLA per the Portal. Below example shows there is no reason client is unable to do NLA.

Summary

Profile

Accounts and payments

Lodgments

Super

Business

Non-lodgment advice

All fields marked with * are mandatory.



There are specific lodgment requirements for liable and/or recipient parents under a child support assessment. For the 2000 to 2007 years all liable parents are required to lodge an income tax return. For all years from 2008 onwards both liable and recipient parents under a child support assessment are required to lodge an income tax return unless the total of all relevant income was less than the applicable threshold for each income year and they were in receipt of specific Australian government pensions, allowances or payments for the whole of the income year. To determine the relevant income types and thresholds refer to [Do I need to lodge a tax return? <?>](#).

Select the relevant financial year/s to submit non-lodgment advice/s: *

Financial year

 2017 - 18 2018 - 19 2019 - 20

- 4) Get client to sign NLA Sub-Dec (one Sub-dec per year).
- 5) Get payment from client - \$22/year. **DO NOT PROCEED UNLESS STEP 4 & 5 ARE COMPLETED.**
- 6) Tick the boxes for the relevant financials year/s for the NLA. **DO NOT** click 'Client has no obligation to lodge future income tax returns' *unless* this is their FINAL tax return. **ALSO**, ensure payment has been received, as you cannot undo the next step.
- 7) Tick the '**Declaration**' box (bottom LHS) and then click '**Submit**'.

DO NOT SUBMIT UNLESS PAYMENT & SUB-DEC ARE COMPLETED

Select the relevant financial year/s to submit non-lodgment advice/s: *

Financial year

2017 - 18

2018 - 19

2019 - 20

Client has no obligation to lodge future income tax returns.

Declaration

- > I have prepared this document in accordance with the information supplied by the entity.
- > I have received a declaration from the entity stating that the information provided to me is true and correct.
- > I am authorised by the entity to give this document to the Commissioner.

Privacy: For important information about your privacy and collecting your TFN see our [privacy notice](#).

Tick this box to sign this declaration with the identification details that you used to log in. *

Cancel

Submit

8) Print **Receipt** for client and **SAVE** receipt as a PDF. The receipt will list the year/s the NLA was submitted (see below).



Australian Government
Australian Taxation Office

Agent EZY TAX BLUE

Client QING WEI

TFN 200 317 914

Receipt

Non-lodgment advice successfully submitted for the following year/s.

> 2019 - 20

9) Save the client's Prefill, CIF, NLA Sub-Dec and NLA receipt to their folder in the 'Signed Tax Returns' folder. See below for naming convention.



IF A CLIENT HAS AN ACTIVE ABN OR TAX WITHHELD

When a client has an active ABN or Tax Withheld, they will be unable to lodge a NLA. See below for example of an existing client who has an ABN and therefore is unable to lodge an NLA.

HEWLETT, DANIEL TFN 341 756 533 ABN 21 688 152 581 [Add to favourites](#)

Summary Profile Accounts and payments **Lodgments** Super Business

Non-lodgment advice

There are no eligible financial years for non-lodgment advice.

Non-lodgment advice cannot be made for the following financial years:

- > 2019 - 20 ABN exists for this financial year.

What would you like to do next?

- > View [tax returns](#)
- > Go to [client summary](#)

- If there is tax withheld, a tax return **MUST** be lodged.
- If there is an active ABN, an NLA can be lodged as long as **NO** ABN income earned and all other criteria for NLA is met. A message will need to be sent to the ATO through the TAP Communication link.

1) On the portal click **Communication > Practice Mail**.

The screenshot shows the ATO portal interface. At the top left is the Australian Government logo and 'Australian Taxation Office'. A search bar contains 'TFN, ABN, WPN, EIN or name'. Below the search bar are navigation tabs: 'My practice', 'Reports and forms', and 'Communication'. The 'Communication' tab is highlighted with a pink box. A dropdown menu is open under 'Communication', with 'Communication history' highlighted in pink. Below the menu, the client name 'SOTO, ARIEL' is displayed, along with 'TFN 196 321 475' and an 'Add to favourites' button. A 'Practice mail' link is visible, along with 'Summary', 'Profile', and 'Accounts and pay' tabs. A 'Non-lodgment advice' link is also present.

2) Change Mailbox to '**Practice Inbox**' > click '**+New**' for new mail.

Practice mail

The screenshot shows the 'Practice mail' interface. A 'Mailbox' dropdown menu is open, with 'Practice inbox' selected and highlighted with a pink box. Below the mailbox selection, there is an 'Inbox(0)' indicator. At the bottom right of the interface, a '+New' button is highlighted with a pink box.

3) Click Topic dropdown and select '**Debt and Lodgment**' > click Subject dropdown and select '**Debit or Nil Balance Query**' > click Enquiry Type and select '**I am enquiring on behalf of a client**'.

4) Search Clients > Enter the Client's TFN. Make sure you check that the correct

name appears when you enter their TFN.

Practice mail

All fields marked with * are mandatory.

New message

| | | |
|------------------|------------------------------------|-----|
| Topic * | Debt and lodgment | ▼ |
| Subject * | Debit or nil balance query | ▼ |
| Enquiry type * | I am enquiring on behalf of client | ▼ |
| Search clients * | TFN, ABN, WPN, EIN or name | × 🔍 |

Message (maximum 4,000 characters) *

5) **Message** box enter the following message to request NLA:

“Client needs to do a Non-Lodgment for the financial year(s) ending 30th June 20xx however we cannot lodge on the portal as the client has an ABN. The client did not operate under the ABN and generated no income or expenses. Please process 20xx as a Non-Lodgment.”

6) Email Address: info@streamlineca.com.au

7) Contact Details: Jessica Barnett

8) Phone Number: 07 40313932

9) Tick **Tick this box to sign this declaration with the identification details that you used to log-in'** > click Submit.

Attach files (maximum of 6) 

Maximum file size 6MB 

Set up an email notification when you receive a new online message in your inbox. You can set this up in notifications later.

Email address

info@streamlineca.com.au

Contact details

First name

Last name

Area code

Phone number

Declaration

- > I declare that the information in this message is true and correct based on the information provided to me.
- > I am authorised to make this declaration.

Privacy: For important information about your privacy see our [Privacy notice](#)

Tick this box to sign this declaration with the identification details that you used to log-in. *

Cancel

Send

ATO may not allow the ABN to be active and may require the client to cancel their ABN before they complete the NLA. If that is the case, offer to **Cancel** the ABN for \$55 (instead of \$66) or they will need to cancel the ABN themselves. Once cancelled, repeat 1-9 above in the message thread for that client on the Portal. Message should be:

“Client has now cancelled their ABN effective dd/mm/yy. Please process their Non-Lodgment for the financial year(s) ending 30th June 20xx.”