Request for Statement of Earnings Form (PAYG Payment Summary)

Current VCAA employees have access to historical PAYG Payment Summaries through eduPay Employee Self Service (ESS). Where a replacement PAYG Payment Summary is required, the details on this form are required to complete your request.

From 2020 the Income Statement (PAYG Payment Summary) is only available through your myGov account. Access your myGov account to obtain your Income Statement, obtain details and/or complete your tax return.

**Privacy:** The information collected on this form is for the purpose of providing a Statement of Earnings and is required to process your request.  Your information will not be disclosed without your consent or unless authorised or required by law.  You are able to request access to the personal information that the VCAA holds about you and request that it be corrected by contacting your Manager or Authorised Delegate.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Details** | | | | | | | | | | | |
| **Family Name** | |  | | | | | | | | | |
| **First Name** | |  | | | | **Second Name** | | |  | | |
| **Employee ID Number** | | |  | | | **Date of Birth** | | |  | | |
| **Residential Address** | | |  | | | | | | | | |
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| **Request Details** | | | | | | | | | | | |
| **Please supply me with a Statement of Earnings for lost PAYG Payment Summary/Group Certificate for the following financial year/s. \*\*Note: From 2020 Income Statement details cannot be provided. Obtain your income details from your myGov account\*\*** | | | | | | | | | | | |
| **1** |  | | | **2** |  | | **3** |  | | **4** |  |
| **5** |  | | | **6** |  | | **7** |  | | **8** |  |

Normally replacement PAYG summaries are sent through the mail as the ATO does not consider email to be a secure method of distribution due to the possibilities of emails being intercepted or hacked.

However, our processes have been amended to enable your PAYG summary(ies) to be sent via email. Please be aware of potential email vulnerabilities and keep your information safe.

Provide a valid email address below. Ensure details are correct and easy to read. Incorrect details may result in your information being sent to the wrong recipient.

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| **Email address** |  |

Please sign below. By signing this form, you confirm that you understand the information provided in this form and that the details entered are correct.

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| **Signature** |  |

Scan and send your completed request to: vcaa.hr@education.vic.gov.au