

RMIT Coursework Scholarships Office

Examples of eligible documentation – Income: Notice of Assessment and payslips

March 2024

Full names, addresses, Tax File Numbers (TFN), bank account details and employer details have been redacted in these examples. In your document submission, only redact (cross out/black out) your Tax File Number (TFN) and bank account details. **Do not** redact your full name and address or it will be considered ineligible.

Most common reasons why documentation is not accepted:

- A Notice of Assessment from the Australian Taxation Office (ATO) or copies of the last three payslips from all current employers are not submitted for the applicant and all adults in their household
- Pay As You Go (PAYG) summaries or Income ready statements are submitted instead of a Notice of Assessment
- A bank account statement is submitted instead of a Notice of Assessment or payslips
- The applicant's full name is not visible
- Documentation is not for the current year – *e.g. for the August-October 2023 application round, a 2022-23 ATO Notice of Assessment must be provided*
- Only one person's documentation is provided instead of all adults who support the applicant.

Example of Notice of Assessment:




Australian Government
 Australian Taxation Office

Tax period ending 30 June 2022
 Tax file number [REDACTED]
 Date of issue 22 July 2022
 Our reference [REDACTED]
 Internet: www.ato.gov.au Phone enquiries: 13 28 61

Notice of assessment - year ended 30 June 2022

Income Tax Assessment Act 1997 and Income Tax Assessment Act 1997

Description	Debits \$	Credits \$
Your taxable income \$18,701		
Tax on your taxable or net income	95.19	
Less non-refundable tax offsets		
Low income offset calculated by us		95.19
Assessed tax payable \$0.00		
Less tax offset refunds	0.00	
Less Pay as you go (PAYG) credits and other entitlements		
PAYG withholding (eg tax deducted by your employer or bank)		2,566.00
Result of this notice		2,566.00 CR
Outcome of this notice		\$2,566.00 CR

 Your refund of 2,566.00 CR, [REDACTED] \$ has been forwarded to your nominated financial institution.

Melinda Smith
 Deputy Commissioner of Taxation

Please keep this notice for future reference
 Please see over for important information about your assessment

Other information relevant to your assessment:
 The Commissioner rounds down certain small amounts that may be owed by you or may be refunded to you. You may have transactions on your account where this has occurred.

Example of a payslip

Employee: [REDACTED] Employer: [REDACTED]
 Workarea: [REDACTED] ASNC: [REDACTED]
 Position: [REDACTED] Pay Period: 24/04/2023 - 07/05/2023
 Award: [REDACTED] Payment Date: 11/05/2023
 Classification: Part time

Taxable Allowances	Comments	Transaction Dates	Qty	Rate	Factor	Amount
Ordinary		24/04/2023 - 07/05/2023	22.50	25.0917	1.0000	564.56
Public Holiday 250%		24/04/2023 - 07/05/2023	5.50	25.0917	2.5000	345.01
Leave Without Pay		07/05/2023 - 07/05/2023	7.50	0.0000	1.0000	0.00
Laundry		24/04/2023 - 07/05/2023	4.00	0.5059	1.0000	2.02
Uniform		24/04/2023 - 07/05/2023	4.00	1.8968	1.0000	7.59

Non Taxable Allowances	Comments	Qty	Rate	Factor	Amount

Deductions	Bank Acct	Acct Name	Before Tax	After Tax
P.A.Y.G. (Tax Code 3)				298.00

Disbursements	Bank Acct	Acct Name	Reference	Amount
Direct Credit	[REDACTED]	sis	WAGES	621.18

Pay Summary	This Pay	YTD	Leave Entitlement	Balance
Total Gross Pay	919.18	5,898.93	Annual Leave (Hours)	4.2269
Total Deductions (Before Tax)	0.00	0.00	Long Service Leave (Weeks)	0
Total Taxable	919.18	5,898.93		
Total Non-Taxable	0.00	0.00		
P.A.Y.G.	298.00	1,916.00		
Total Deductions (After Tax)	0.00			
Nett Pay	621.18			

Superannuation	Member ID	Acct Name	Amount
Health Employees Superannuation		[REDACTED]	95.50

YTD Superannuation	Amount
	612.58

Messages
 Have you got an NDIS Worker Screening Check?
 Apply for an NDIS Worker Screening Check online through Services Victoria.
 If your NDIS does not receive clearance before your current Police Check expires you will not be permitted to work.

Eligible because:

- Has included most recent ATO Notice of Assessment **or** copies of the last three payslips from all current employers (we have only included one in this document, please include three in your scholarship application)
- Income is visible in all documents and is under the low-income threshold
- Full name is visible
- Dates are visible
- TFN (tax file number) and any bank account details should be blacked out

Please note that these documents were submitted in May 2023 and would not be valid from July 2023. A 2022-23 ATO Notice of Assessment or more recent payslips would need to be provided for any scholarship application submitted between July 2023 – June 2024.

Note: If you live with your parent(s) or partner or are financially supported by another person you must also include their ATO Notice of Assessment/s or copies of their last three payslips from all current employers. You must also explain why you are not receiving Centrelink payments.