

Acceptable proof of employment

The combined total of proof of employment documentation **must** show evidence of all 5 points of the following:

1. Description of the **type** of work.
2. The **start** and **end dates** for the period requested.
3. The **income** for every financial year of the period requested.
4. The **employer details** - Employer name and ABN.
5. The **worker details** - Your full name.

Acceptable evidence	What the evidence may show	How to attain	What else may be required
Individual tax returns Note: Notice of assessments are not accepted.	Will usually show all five points to support the request.	Download from your ATO account linked to myGov online services. Need help, contact the ATO on 13 28 61.	Where it doesn't show type of work further evidence is required to show: <ul style="list-style-type: none"> • type of work performed.
Apprenticeship papers/extract of record/apprenticeship contract Note: TAFE transcripts and certificates are not accepted.	Dates of employment, employer, type of work and your details.	Complete an extract of record form . Need help, contact Training Services NSW on 13 28 11.	If the contract only shows 'expected' end date, further evidence is required to show: <ul style="list-style-type: none"> • actual contract end date • income for every financial year requested.
Payslips Note: Must provide first and last payslip for each financial year.	Dates of employment, employer, type of work and your details.	Contact your employer	Further evidence may be required if the payslip doesn't show the: <ul style="list-style-type: none"> • income for every financial year requested • type of work performed.
Letter of offer/contract of employment/reference letter Not accepted as only evidence	Employment start date, employer, type of work and your details.	Contact your employer	Must also provide one of the following for every financial year requested: <ul style="list-style-type: none"> • Individual tax returns • Payslips • Income statement/PAYG payment summary/group certificate.
Income statement/PAYG payment summary/group certificate Not accepted as only evidence	Dates of employment, employer, income and your details.	Download from your ATO account linked to myGov online services. Need help, contact the ATO on 13 28 61.	Further evidence is required to show the: <ul style="list-style-type: none"> • type of work performed.
Employment separation certificate Not accepted as only evidence	Dates of employment, employer, and your details.	Contact Services Australia (Centrelink) or your employer.	Further evidence is required to show the: <ul style="list-style-type: none"> • income for every financial year requested • type of work performed.

Important: If you're a working director or a family member, the only acceptable proof of employment is individual tax returns from the Australian Taxation Office.