

GUIDE

EXTERNAL

MARCH 2014

UNCLASSIFIED

FORMAT

AUDIENCE

DATE

CLASSIFICATION



Australian Government

Australian Taxation Office

FILE REF: [FILE NO.]

TERMS AND CONDITIONS

For the Employer TFN Integrity Check (EmployerTICK) service



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For further information or questions,
email

SuperStreamStandards@ato.gov.au

VERSION CONTROL

Version	Revision date	Summary of changes
1.0	16 March 2014	N/A

WHAT IS THE EMPLOYER TFN INTEGRITY CHECK (EMPLOYERTICK) SERVICE?

The EmployerTICK service is an online service that can be used by employers and their authorised representatives to validate employee information associated with employer contributions.

For more information on the EmployerTICK service please see the EmployerTICK service user guide.

WHAT IS THE EMPLOYERTICK SERVICE DESIGNED FOR?

The EmployerTICK service is designed to enable employers and their authorised representatives to validate employee information associated with employer contributions.

The EmployerTICK service is designed for internal use only and must not be incorporated into external services an employer and/or their agents may provide.

WHO CAN ACCESS THE EMPLOYERTICK SERVICE?

The EmployerTICK service is available to employers and their authorised representatives.

For fraud protection reasons, the ATO may impose limits on how many employee TFNs are queried by a user at any point in time or during a single day.

To access the EmployerTICK service for an employer you must hold an AUSKey:

- on behalf of that employer, or
- on behalf of an entity with a current appointment or authorisation on behalf of that employer.

Your AUSKey must have permission to access the EmployerTICK service.

For more information on AUSKeys, or to apply for an AUSKey, visit the AUSkey website at: <https://www.auskey.abr.gov.au/>

For information on assigning permissions to AUSKeys, visit the Access Manager web page at: <http://www.ato.gov.au/General/Online-services/In-detail/Online/Access-Manager/>

USING THE EMPLOYERTICK SERVICE

Computer system, software and data compatibility and risks

It is your responsibility to ensure you have taken appropriate and adequate precautions to ensure that the information obtained from the EmployerTICK service is free of viruses or other contamination that may interfere with or damage your computer system, software or data.

The ATO accepts no liability for any interference with or damage to a user's computer system, software or data occurring in connection with or relating to the EmployerTICK service.

Non availability, interruptions and faults using the service

While we will make reasonable efforts to ensure that the EmployerTICK service is made available, we make no guarantees to provide continuously available access to the service nor to provide access which is uninterrupted or fault free.

No warranties by the ATO

While the ATO has taken all reasonable care to ensure information provided to you via the EmployerTICK service is accurate, subsequent changes in circumstances may occur at any time and may impact on the accuracy of the information. The ATO does not provide any warranty, make any representation as to, or accept responsibility for the accuracy, correctness, reliability, timeliness or completeness now or in the future of any information provided to you via the EmployerTICK service.

Breach of these terms and conditions

The EmployerTICK service must only be used by or on behalf of employers and only for the purposes for which it is designed. Where a person holding an AUSKey accesses or uses the EmployerTICK service other than in accordance with these terms and conditions, the ATO (in addition to any other rights it may have):

- may terminate the ability of that AUSKey to access the EmployerTICK service, and
- may report the matter to the entity or entities for whom that AUSKey is held or purportedly used, and to the authority who issued that AUSKey.

Obligations under the *Privacy Act 1988*

The ATO is a government agency bound by the *Privacy Act 1988* in terms of collection and handling of personal information and tax file numbers (TFNs). At or before the time you use the EmployerTICK service or, if that is not practicable, as soon as practicable after you use the service, you must ensure that any individuals whose personal information has been collected via the service are made aware of any matters referred to in subclause 5.2 of the Australian Privacy Principles as are reasonable in the circumstances. For further information about privacy law requirements please go to www.ato.gov.au/privacy.