



# Single Touch Payroll

## Tax professional resource pack

April 2017

Version 1.0

### In this pack you will find:

1. Information to help you get ready
2. Information to help you communicate with employers
3. What Single Touch Payroll will mean for employees

# 1. Information to help you get ready

Single Touch Payroll is a government initiative to streamline business reporting obligations. When an employer pays their employees, the payroll information will be sent to the ATO from their payroll solution.

## Single Touch Payroll is coming

- › Employers with 20 or more employees will need to start reporting through Single Touch Payroll from **1 July 2018**.
- › Employers will report salary or wages, pay as you go (PAYG) withholding and super guarantee information to the ATO when they pay their employees.
- › To determine if they are required to report through Single Touch Payroll, employers will need to do a headcount of their employees on 1 April 2018.
- › An employer may have the option to invite their employees to complete tax file number (TFN) declaration and super standard choice forms online.
- › Payroll software will need to be updated to a version that supports Single Touch Payroll.
- › Employers can begin to report through Single Touch Payroll from 1 July 2017 if their software is Single Touch Payroll enabled.
- › If you report payroll and super information to the ATO on behalf of clients with 20 or more employees, you should be thinking of ways you can support those clients to report through Single Touch Payroll.
- › We are here to help. We will provide help and support to assist you through this transition. Please contact us if you need more information.

### We are working with tax professionals

We are working with tax professionals through our working groups to take a collaborative approach to Single Touch Payroll from design to deployment.

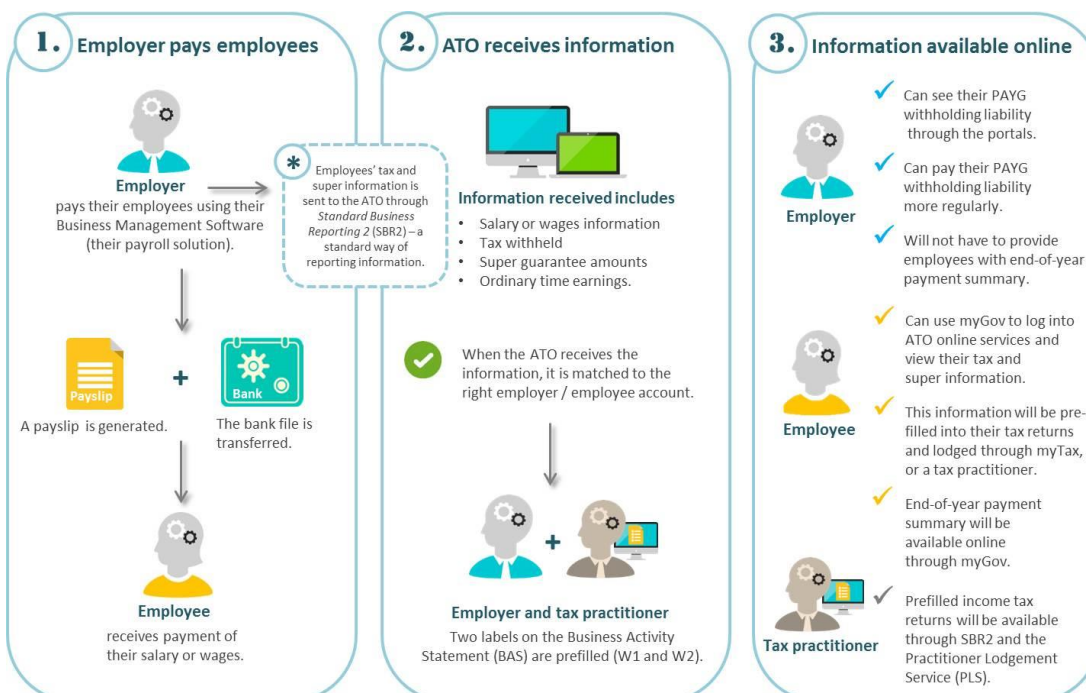
We are working closely with industry representatives to provide accurate, timely and consistent information.

We are also taking part in regular industry forums and events.

We conducted a pilot with small businesses (19 or less employees), solution providers and tax practitioners, to better understand the impacts and benefits of Single Touch Payroll.

## How Single Touch Payroll will work

### Employers, employees and tax professionals





## 2. Information to help you communicate with employers

We understand you will need to support your clients through the transition to Single Touch Payroll. Here is some information to help you, or to include in your own communications.

### Direct payroll reporting

Single Touch Payroll will streamline business reporting obligations and make it easy for tax practitioners and employers to report payroll and super information electronically to the ATO.

When employers complete their normal payroll process, their employees' salary or wage amounts, pay as you go (PAYG) withholding and super guarantee information will be sent to the ATO.

### Superannuation reporting

Information will be sent to the ATO when an employer pays an employee's super guarantee contributions to their nominated fund.

### Streamlined reporting

Single Touch Payroll will align an employer's reporting with their natural business cycle process for example, when they run their payroll.

Salary or wage information and PAYG withholding amounts reported through Single Touch Payroll will be pre-filled into the employer's BAS. Employers or their tax practitioner will still have the ability to adjust or correct information in their BAS.

### Online forms for new employees

New employees may have the option to complete TFN declaration and super standard choice forms online and most information will be pre-filled and validated. This will reduce data entry and reverse work flows caused by incorrect information.

### Employee end-of-year pay information

Employers who report an employee's details through Single Touch Payroll will not have to provide that employee with a payment summary at the end of financial year. They won't be required to provide the ATO with a payment summary annual report for those employee's details also.

Employers will need to notify the ATO when the payment summary data is considered final.

The ATO will make that information available to employees and their tax professionals through myGov, and as pre-filled information in their tax return.

The ATO will provide assistance to those employees who have difficulty accessing information online.

### Social media messages

You may wish to include Single Touch Payroll in your social media messages to employers.

Please contact us if you want more support, or tailored messages for your audience.

If you have 20 or more employees, you should start thinking about Single Touch Payroll. You'll be required to report payroll and super information to the ATO using a Single Touch Payroll enabled payroll solution from 1 July 2018. Visit [ato.gov.au/singletouchpayroll](http://ato.gov.au/singletouchpayroll) for more information.

Have 20+ employees? Find out what you need to do to prepare for #SingleTouchPayroll: [ato.gov.au/singletouchpayroll](http://ato.gov.au/singletouchpayroll)





### 3. What Single Touch Payroll will mean for employees

If an employer reports to us through Single Touch Payroll, their employees can see more of their tax and superannuation information online. The benefits to employees includes:

#### More information online

Employees can access more timely tax and super information online through myGov.

A secure myGov account lets individuals link a range of Australian Government services and access them all in one place.

#### Year-to-date and end-of-year picture

Employees will be able to see their year-to-date salary or wage amounts, the tax that has been withheld and their super entitlements through their myGov account throughout the year.

This includes the end-of-year information usually included in their payment summary.

#### Pre-filled commencement forms

Employees may have the option to complete pre-filled tax file number declaration and superannuation standard choice forms electronically when they start a new job.

**CONTACT US**



**If you need more information, we can help.**

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