

Single Touch Payroll decision tool

Helping you understand what you need to do to get ready.



Do you employ 20 or more employees?



YES

NO

UNSURE

Q: How do you currently report salary or wages and pay as you go (PAYG) withholding amounts to the ATO?

Single Touch Payroll is only mandatory for employers with 20 or more employees.

However if you have 19 or less employees you can still report through Single Touch Payroll. Check with your software provider to see if it is available to you.

You need to do a headcount of your employees on 1 April 2018, and each year on that date.

If you have 20 or more employees on that date, you will need to use Single Touch Payroll reporting. Find out who is included in the headcount: ato.gov.au/singletouchpayroll

I use payroll software

Q: Is your software enabled for Single Touch Payroll?

No/Unsure

Yes

You are ready for Single Touch Payroll

Check which software providers offer Single Touch Payroll enabled products on the ABSIA product catalogue [<insert hyperlink>](#)

▶ If your software isn't enabled for Single Touch Payroll, you may need to update it to a version that is. Or, you may decide to use a Tax practitioner to support you to meet your reporting obligations.

For more information visit ato.gov.au/singletouchpayroll or speak to your software provider.

I use an accountant, bookkeeper or third party to report on my behalf

▶ Your accountant, bookkeeper or third party will need to report through Single Touch Payroll.

Talk to them to make sure they will be reporting through Single Touch Payroll on your behalf.

I report manually (eg lodging on paper)

You are not yet ready for Single Touch Payroll.

▶ You need to report salary or wages, PAYG withholding and super contribution amounts electronically from 1 July 2018.

You can start using payroll software that is enabled for Single Touch Payroll, or you could ask your Tax practitioner to support you to meet these reporting obligations.

For more information visit ato.gov.au/singletouchpayroll.