



No more payment summaries with STP



We have adopted the new Single Touch Payroll, here's what will change for you...

We will not be issuing payment summaries this year

The Australian Government has implemented a system where employers must report payroll information to the ATO each and every payrun.

This has not changed your regular pay system.

We are **not** required to provide you with a final end of year payment summary.

You may access your Employment Income Statement (*the new name for Payment Summaries*) if you require one from the ATO:

- Access **my.gov.au** and then the "ATO Online" system, and download from there.
- Your Tax Agent will already have access to the final information in their Tax Return Preparation software, or
- Phone the ATO who will provide it to you 13 28 61

Not everyone is in Single Touch Payroll yet.

Every employer will be reporting through this system by 30 September 2019.

STP for you - Other information

On the ATO Online Services (using myGov) you can access

- the amount of super that has been calculated and reported by us,
- the amount of that super that has been paid into your super fund/s and,
- the year to date amounts of wages, allowances, deductions and tax.

You can still monitor your super information from your super fund/s website, without using myGov.

I don't have a myGov account...

Setting up a **myGov** account is easy and can be accessed through **my.gov.au** using any internet browser (mobiles included).

Please note: It is not compulsory to have a myGov account. However, in order to access your **ATO Online** information provided throughout the year you will need one.

Employer Notice

This notice should only be used following the employer embracing full Single Touch Payroll reporting, including meeting their "Finalisation" process for the payroll year.

Payment summaries are **not** required to be provided to employees if the "Final" payroll information has been sent to the ATO

- by 14 August 2018 for 2017/18 or
- by 31 July 2019 for the 2018/19 year

Any part of payroll that is not reported through an STP process (possibly RESC or RFBA or amounts from a previous payroll system (if they did not transfer over) must be reported to the employee on a payment summary and to the ATO through the PSAR process.

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