

Single Touch Payroll for Employees



You might have heard about Single Touch Payroll...

Before 30 September 2019, all employers will commence reporting payroll information to the ATO.

*This does not apply to you until you are advised by your employer
This does not make any difference to how and when you get paid*

Employers are required to start using this system, but they are allowed to start at different times.
You may hear that some employers have already started.

When?

- ☐ Larger employers (with more than 20 employees) need to use this system on or before July 2019.
- ☐ All employers will be in this system by 30 September 2019.
- ☐ This new reporting requirement is a change for all employers.

Why should you care?

The ATO will see whether each employer is:

- ☐ Calculating Super amounts for you
- ☐ Paying your Super into your fund
- ☐ Withholding and also paying your tax to the ATO

Therefore the ATO will be asking questions of any employer who doesn't appear to be doing the right thing.

They will also see the year to date amounts of Wages, allowances, deductions and tax that you have received.

You will be able to see:

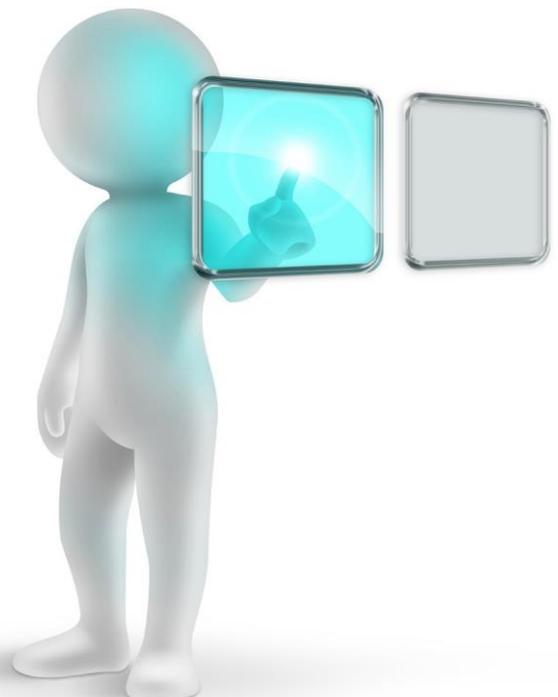
- ☐ The amount of Super that has been calculated by your employer,
- ☐ The amount of that Super that has been paid into your Super Fund/s, and
- ☐ The same year to date amounts of Wages, allowances, deductions and Tax

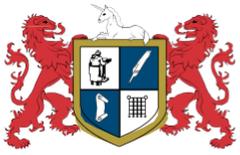
This information will be available online using the government's myGov system and then access ATO Online.

Mobile friendly access is also available.

You don't have to use myGov.

You can still monitor your Super information from your Super Fund's website.





What does change?

Once an employer has commenced Single Touch Payroll, your employer does not have to provide you with an End of Year Payment Summary. You and your Tax Agent can prepare your tax return by using your "Employment Income Statement" which the ATO will provide to you through myGov and the ATO Online service. The Tax Agent will receive it directly into their tax preparation program.

You do not need a Payment Summary, once your employer is using Single Touch Payroll

You can obtain an end of year 'ATO Income Statement' by ringing the ATO on 13 28 61 #3 #2 but you don't need to.

What does NOT change?

You MUST still receive a payslip from your employer each payday. Although some information will be online at myGov, your payslip contains additional information that the employer must provide to you.

Additional Information

www.icb.org.au/STP

- Business Information Sheet**
Written by ICB on the STP scheme
- ATO Updates**
Updates provided directly from the ATO
- STP Status Report**
Up-to-date statements on the current progress
- Software Status Report**
Summary report on what software is STP ready
- STP Definitive Guide**
Understanding & practical implementation steps

I don't have a myGov account...

Using an internet browser (mobiles included) access my.gov.au and set up a new account.

It is not compulsory to have a myGov account. However, if you want to access your ATO Online provided information throughout the year you will need one.

You will be able to contact the ATO for a copy of your payment information if you choose not to have a myGov account.

Your employer may still choose to provide you with a payment summary.

ICB works to provide the most effective Pathway of Professionalism for bookkeepers!

ICB Members have full access to resources and information regarding Single Touch Payroll.

Businesses that do not have a Certified Bookkeeper can access the ICB Business Support Program, for resources, assistance and assurance towards Single Touch Payroll and best practice bookkeeping.

Bookkeepers Helping Bookkeepers Helping Business