



12th March 2019

Dear Client/s

RE: Single Touch Payroll (STP)

The government is introducing digital payroll requirements for all businesses that have employees. This includes companies that have only one employee/sole director/ shareholder.

Commencing 1 July 2019 all businesses must electronically notify the Australian Taxation Office (ATO) each time they pay their employees.

The link below provides more detailed information.

<https://www.ato.gov.au/business/single-touch-payroll/>

If you already use a computerised accounting package, check with your software provider that they are STP ready. Follow their setup procedures, which allow the software to automatically download each pay-run to the ATO.

Many software providers are STP ready now, so we recommend going through the setup process now, so that your system is ready for 1 July. Please note the setup process may take 1-2 hours, but could be longer if your software requires an upgrade.

Those businesses that are currently using manual payroll processing will need to become automated before 1 July 2019. The Tax Office has requested software providers make available a solution for less than \$10 per month. Follow the link below for a list of providers.
<https://www.ato.gov.au/business/single-touch-payroll/in-detail/low-cost-single-touch-payroll-solutions/>

Part of the set-up process is that employers will need to have an AUSKEY to be able to access the Tax Office via the business portal. Follow the link below to set-up an AUSKEY. <https://abr.gov.au/AUSkey/Setting-up-your-AUSkey/Set-up-AUSkey-on-a-computer/>

We are happy to assist you with any enquiries by phone or email. Please note if your enquiry will take more than 10 minutes, in accordance with our office policy you will be charged at our usual hourly rate.

Yours sincerely

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