

# SINGLE TOUCH PAYROLL REPORTING CHECKLIST



The move to Single Touch Payroll Reporting (STPR) sets a new standard for payroll reporting in Australia. Most businesses are familiar with filling in forms at the end of the month, quarter, or year, but with STPR, the ATO will have access to real-time transactional data.

These new requirements will create significant changes for how businesses across the country report to and engage with regulators.

From 1 July 2018, The Australian Tax Office (ATO) will start real time reviews of businesses that will be required to align with the new STPR requirements.

Be prepared and start early to avoid any unwanted attention from the ATO. Use this checklist to get things started.

**Q1. We employ 20 or more employees (by head count)**

Yes No

**Q5. We are eligible for a STPR exemption**

Yes No Not sure

**Q2. At 1 April 2018 we will employ 20 or more employees**

Yes No Not sure

**Q6. Our business uses payroll software**

Yes No Not sure

**Q3. Our business engages contractors**

Yes No Not sure

**Q7. Our payroll software provider is capable of interfacing with the ATO's systems**

Yes No Not sure

**Q4. We perform payroll in-house (i.e. we do not outsource)**

Yes No

**Q8. We have specific checks in place to prevent payroll processing errors**

Yes No

If your answers to Questions 1 – 4 are mostly Yes, and are mostly No for Q5 - 8, you should:

1. Review your internal processes
2. Consult with your software provider to ensure capability to interface with the ATO's systems
3. Check your current business practices are compliant with federal and state taxes

If you would like to arrange a complimentary consultation to discuss your STPR requirements, please [click here](#) and complete your details.

**IF YOU HAVE ANY QUESTIONS ABOUT STPR AND THE IMPLICATIONS FOR YOUR BUSINESS, PLEASE COMPLETE THE [ENQUIRY FORM ON OUR WEBSITE](#) AND WE'LL BE IN TOUCH.**

**MORE INFORMATION**

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