

### What is Single Touch Payroll?

Single Touch Payroll (STP) is a government initiative to help simplify and enable you, the employer, to streamline your administration and reporting requirements to the Australian Taxation Office (ATO).

### Does this change apply to me?

Single Touch Payroll will affect all businesses with 20 or more employees.

### When do I need to make the change?

From 1 April 2018 you will need to conduct a headcount of your employees to determine if Single Touch Payroll is applicable.

You will need to upgrade to a Single Touch Payroll compliant payroll system and review some of your payroll procedures in time for the 30th June 2018.

### Can I report via Single Touch Payroll if I have less than 20 employees?

Yes, you can voluntarily take advantage of the benefits of Single Touch Payroll reporting from 1 July 2018, but you will need to use a compliant payroll solution. Otherwise, you can continue to report payroll and super information the same way as you do now.

*(The Australian Government has announced it will expand Single Touch Payroll to include employers with 19 or less employees from 1 July 2019. This will be subject to legislation being passed in parliament.)*

## ARE YOU READY?

Single Touch Payroll is imminent. We strongly suggest that you:

Review your internal processes

- ✓ Consult with your software provider to ensure capability to interface with the ATO's systems
- ✓ Check your current business practices are compliant with federal and state taxes

If you would like to arrange a complimentary consultation to discuss your Single Touch Payroll requirements please email [info@guests.com.au](mailto:info@guests.com.au) or call **Nicole on 95097033** to discuss.

