



# Single Touch Payroll

For employers



## Get ready checklist

Here are some things you can do before your software is updated.

### Determine how you will report through STP

- Report through payroll or accounting software that offers STP reporting.
- Ask a third party, such as a registered tax or BAS agent, or a payroll service provider, to report through STP for you.
- Choose a no-cost or low-cost solution when one is available (for employers with four or less employees only). See [ato.gov.au/stpsolutions](https://ato.gov.au/stpsolutions)

### If you use payroll software, talk to your provider

- Your provider will tell you which of their products offer STP.
- Check if they have a deferred start date for STP reporting which covers you if you are an existing client.
- Find out what support they will give you to help your transition to STP.
- Subscribe to their communications – this may be via email, newsletter or web updates.

### Talk to your staff about STP

- Check the right people in your business know about STP – especially the person or people responsible for running your payroll.
- Ensure you are paying your employees correctly, calculating your employees' super entitlements correctly, addressing overpayments correctly, and maintaining accurate information including names, addresses, and date of birth records.

### Apply for more time if you need it

- Employers with 20 or more employees** should be reporting through STP, or have a deferral in place.
- Employers with 19 employees** or less should be reporting before 30 September. If they won't be ready before then they should apply for a deferral online.

### See our Single Touch Payroll employer reporting guidelines

- Read our detailed guidelines to help you understand all the requirements of STP. This includes what you need to report, how to make corrections and finalising your STP data.
- See [ato.gov.au/employerguide](https://ato.gov.au/employerguide)

### Update or install your software when it is ready

- We will help and support you through your first year of reporting.
- If you make a mistake, you will be able to make corrections.
- The first year is a transition and penalties will generally not apply.