



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

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

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.