



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 a Single Touch Payroll-enabled solution – see api.gov.au/productregister for the STP product register. Ask a third party, such as a registered tax or BAS agent, or a payroll service provider, to report through STP for you.
- For employers with four or less employees only:** choose a no-cost or low-cost solution when one is available – see ato.gov.au/stpsolutions. There are also reporting concessions options available to you, see ato.gov.au/concessionalreporting.

If you use payroll software, talk to your provider

- Your provider will tell you which of their products offer STP.
- Find out what support they will give you to help your transition to STP.
- Upgrade or install your software when ready.
- Subscribe to their communications – this may be by 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.

Start reporting

- If you make a mistake, you will be able to make corrections. The first year is a transitional year and penalties will generally not apply.
- See our Start reporting checklist before sending your first STP pay event report to the ATO. This will help you send your file to us successfully.
- For more detailed requirements of STP, including what you need to report, how to make corrections and finalising your STP data you can see our STP employer reporting guidelines at ato.gov.au/employerguide.

Apply for more time if you need it

- 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.
- Employers with closely held payees** don't need to start reporting these payees until 1 July 2020. See our Closely held payees factsheet at ato.gov.au/stpresources.
- Employers with 20 or more employees** should be reporting through STP, or have a deferral in place. See ato.gov.au/stpdeferrals

If you need more support

- Speak to your registered tax or BAS agent
- Subscribe to any updates on ato.gov.au/stp.
- Follow the ATO on Facebook, Twitter and LinkedIn