

Single Touch Payroll Checklist

Ensure your business is ready for this new compliance requirement.

Single Touch Payroll Checklist

Single Touch Payroll (STP) starts from 1 July 2018, bringing with it changes to how you report payroll information to the ATO. Understanding how STP applies to your business will help you transition smoothly to this new reporting requirement.

We've created a checklist with some important questions to consider to help you get prepared for STP.

1. Communication is key

Get your staff across the changes early to ensure a smooth transition to STP.

- Are your payroll and finance staff aware of the changes and receiving regular updates?
- Do you have a plan for communicating the changes to employees?

2. Understand your requirements

STP is an ATO requirement so it's important to understand the impact on your business.

- Do you know the date your business is required to report via STP?
- Do you know about the STP employee headcount, when to do it and who to include?
- How will STP and MyGov impact onboarding for your business?

3. Assess your current payroll data

Assess your current payroll data to avoid submitting inaccurate information to the ATO when STP starts.

- Is your PAYG withholding calculating correctly on your employee salaries and wages?
- Are your employee superannuation payments calculating correctly via a SuperStream compliant solution?
- Is your employee data accurate and up to date? This includes Full name, TFN, DOB and address.

4. Evaluate your current payroll solution

Review your current payroll process to ensure you are compliant when STP begins.

If you're currently using accounting software...

- Is your current payroll solution enabled for STP, or will it be?
- Do you need to upgrade your payroll software?
- How much time do you need to implement changes if necessary?
- Will there be costs associated with implementing STP?

If you're currently using a third party service...

- Is your third-party solution using an STP compliant solution?
- Will your third-party solution lodge your STP reports to the ATO on your behalf?
- Are there approvals required to facilitate the STP reporting process on your behalf?
- Are there additional fees for the creation or lodgement of STP reporting?

If you're currently using paper...

- Do you have a plan to update your processes? Note: Reporting payroll manually will no longer be sufficient to remain compliant.
- Will you switch to a payroll software provider or engage a third party to report on your behalf?

STP is designed to streamline business reporting obligations, enabling employers to report payments such as salaries and wages, PAYG withholding and superannuation information at the same time as they process a pay run.

Get your business prepared now, and you will benefit from a smarter, more efficient system of payroll reporting that saves you valuable time during end of financial year.

For more information download the [Reckon STP Guide](#) or visit reckon.com/stp.

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