

# Single Touch Payroll

## Whitepaper

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## Single Touch Payroll – At a Glance

Here is a broad overview of the Single Touch Payroll (STP) requirement and the steps Frontier Software are taking to make the transition as seamless as possible. Detailed discussion follows this page.

<b>What is Single Touch Payroll (STP)?</b>	<p>With the new STP requirements, there is an additional step for employers to include in their usual payroll process. Employers now have to report salary and wages, tax withheld and superannuation guarantee payments via a new interface. Data reported is split into 2 reports.</p> <ol style="list-style-type: none"> <li>1. The Pay Events Report includes the data relating to pay runs. For each ABN and Branch, the total gross and tax figures for the pay run are reported. Year to date figures for each staff member paid, in that run, are also reported.</li> <li>2. Changes to staff information, which are not the result of a pay run, will be reported in the Update Event Report. This report may include TFN declarations, address or contact detail changes, monthly payment reconciliations etc.</li> </ol>
<b>Does every employer have to comply?</b>	<p>STP obligations apply to employers who have 20 or more employees, as at April 1<sup>st</sup> 2018.</p> <p><b>Strict definitions apply.</b> See Page 14 - Frequently Asked Questions.</p>
<b>What new data will I need to capture?</b>	<p>Specific data regarding pay components and withholding tax applied to each employee needs to be reported; ichris / chris<sup>21</sup> already capture the data. The only additional item required is to uniquely identify each installation of a payroll system, the BMS id. This is a one-time set-up and instructions will be provided as part of the implementation process.</p>
<b>What changes will occur in ichris / chris<sup>21</sup>?</b>	<p>Two screens will be built; one to extract Pay and Update Events and the other to keep history records of the Pay and Update Events.</p>
<b>Do I need any other hardware / software?</b>	<p>No additional hardware is required. Additional software that produces the Pay and Update Events is required. The Frontier Software update that contains this functionality was released in May 2018.</p> <p>Frontier Software has passed conformance and product verification testing by the ATO. This means that the ATO has confirmed our STP report contains the required data in the correct format. Frontier Software is now approved to commence STP reporting.</p>

<p><b>What do I need to do to prepare?</b></p>	<p>Frontier Software suggests a review of YTD figures (that are reportable to the ATO) to ensure there are no negative balances. Any reportable negative balances encountered shall be set to zero on the STP file produced. Also ensure superannuation guarantee figures reported are based on actual contributions or if these are not available ordinary time earnings can be used. Finally, use the GCA screen to classify:</p> <ol style="list-style-type: none"> <li>1. All reportable deduction codes as either fees or workplace giving;</li> <li>2. All reportable allowance codes as car, transport, laundry, meals, travel or other predefined classifications. Any reportable allowances that are not classified will automatically be assigned the classification of 'other' with an associated description.</li> </ol> <p>When an organisation has multiple ABN and Branch Number combinations, the Cross Entity Authorisation Nomination form must be completed and submitted to the ATO, prior to transmitting the STP file.</p> <p>Gateway selection After ichris / chris21 has extracted the data required for STP reporting, the XML data file must then be submitted to the ATO. Submission must be done via a gateway, which is an upload portal that accepts your STP data file for electronic submission to the ATO. The portal will also manage error handling and receipt of ATO responses.</p> <p>Our clients must select their own gateway provider. Frontier Software has completed a review of STP gateway providers and has identified 5 recommended vendors that are provided in the table below. Frontier Software will be using SuperChoice as its gateway provider. This gateway will also be used for submission of STP reports on behalf of Frontier Software's BPO clients.</p> <p>Our clients are not obligated to use a gateway provider identified by Frontier Software and may engage another provider of their choice. In this case, the onus is on the client to ensure that the gateway can process the STP file as defined by the ATO and can handle any error messages. Should a client choose to use the Frontier Software deferral, they are not required to engage the same gateway provider as Frontier Software when they commence STP reporting.</p> <p>FPS clients must also decide whether they will submit STP reports themselves, or whether they will engage Frontier Software to complete this task on their behalf. Should a FPS client engage Frontier Software to complete STP reporting on their behalf, they will incur a per submission fee. Fees are discussed in the section, "How much will STP compliancy cost", below.</p>
<p><b>What training will I need?</b></p>	<p>As STP is intended to be a simple process of data extraction, it is expected that little or no training will be required. STP will, of course, be supported by our Helpdesk and software maintenance will be provided on an ongoing basis. Frontier Software Professional Services will be trained and available to provide clients with assistance.</p>

<p><b>What about deferrals? Do I need to get my own deferral?</b></p>	<p>A deferral refers to a request to delay the commencement of STP reporting. We are delighted to announce that our application to the ATO for a vendor deferral has been successful and will be in effect until 30 March 2019. Our Deferral Reference Number (DRN) is 90 441 603. You need only take note of the DRN and quote it to the ATO should they enquire as to your compliance with STP reporting. There is nothing else to do. You do not need to apply for your own deferral.</p> <p>For specific details regarding the deferral, refer to the Single Touch Deferral Notice that has been posted on the Frontier Software <a href="#">website</a>.</p> <p>Clients can choose to use the deferral obtained by Frontier Software or opt to extract their data and report via a gateway of their own choosing from July 1, 2018.</p> <p>Should a client choose to use the Frontier Software deferral, they are not required to engage the same gateway provider as Frontier Software when they commence STP reporting.</p>
<p><b>Where can I get some more information?</b></p>	<p>The Frontier Software <a href="#">website</a> holds additional information on STP reporting. Specifically, you can find:</p> <ul style="list-style-type: none"> <li>• Single Touch Deferral Notice for ichris</li> <li>• Single Touch Deferral Notice for chris<sup>21</sup></li> <li>• A Single Touch Payroll Information Pack from the ATO.</li> </ul>

## What is Single Touch Payroll?

Single Touch Payroll (STP) forms part of the Australian Government's "Digital by Default" mandate. STP now requires employers to meet payroll reporting and payment obligations at the time of processing. As the name implies, such obligations will be met via a single lodgement process.

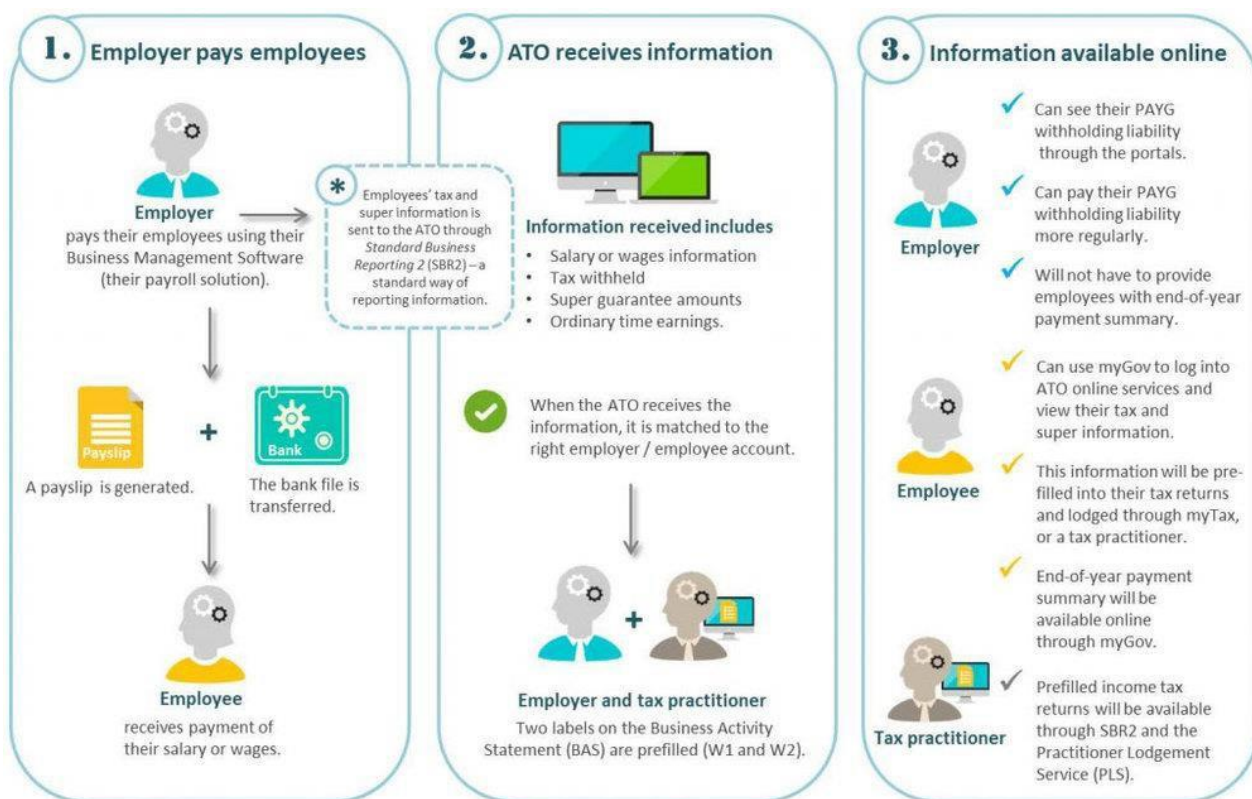
Under the STP requirement, employers will follow their usual processes to complete their payroll. A new, additional step will then be required to report salary and wages, tax withheld and superannuation guarantee amounts via a new interface. The lodgement and subsequent acceptance of the data by the ATO fulfil the employer's obligations under STP.

The STP requirements apply to any employer who has 20 or more employees, as at April 1st, 2018. Eligible employers must commence Single Touch Payroll reporting as of July 1st, 2018.

### **Be sure to understand the ATO definition of what is an employee.**

This new process increases the visibility of payroll data to the ATO, employers, employees and tax practitioners as the data is available online, in real time, via portals such as MyGov.

## An Overview of the STP Process (Source ATO)



## Single Touch Payroll – Detailed Requirements

The STP requirements expect payroll information to be reported:

1. for every unique combination of ABN and Branch number; and
2. for every instance of a payroll system.

Hence, an organisation that has 5 state offices (where each state office has a unique ABN & Branch number) and two concurrent monthly payroll systems, has to provide 10 reports to the ATO, per process. This calculation is derived by assuming there would be two payrolls in every ABN & Branch number.

Specifically, the report must contain the following:

Each ABN & Branch number	Each Employee within a Branch paid in a pay run
<ul style="list-style-type: none"> <li>○ Total gross and total withholding tax calculated for the pay period.</li> <li>○ A declaration stating that the payroll information being transmitted is true and correct and the person is authorised to make this declaration.</li> <li>○ Contact details of the authorised person in case a query is raised by the ATO.</li> </ul>	<ul style="list-style-type: none"> <li>○ Details that identify a staff member, (e.g., TFN, staff number, name &amp; address, employment date range).</li> <li>○ The pay period date range.</li> <li>○ YTD Payment Summary totals related to:                             <ul style="list-style-type: none"> <li>• Individual Non-Business</li> <li>• Voluntary Agreement</li> <li>• Business and Personal Services Income</li> <li>• Other Specified</li> <li>• Joint Petroleum Development Area</li> <li>• Working Holiday Maker</li> <li>• Foreign Income</li> <li>• YTD figures for each allowance type</li> <li>• YTD figure for each deduction type</li> <li>• YTD figures for superannuation guarantee contributions<sup>1</sup></li> <li>• YTD figures for Reportable Fringe Benefits</li> <li>• Termination Payment Summaries for each ETP code and payment date combination.</li> <li>• Tax File Number declarations.</li> </ul> </li> </ul>

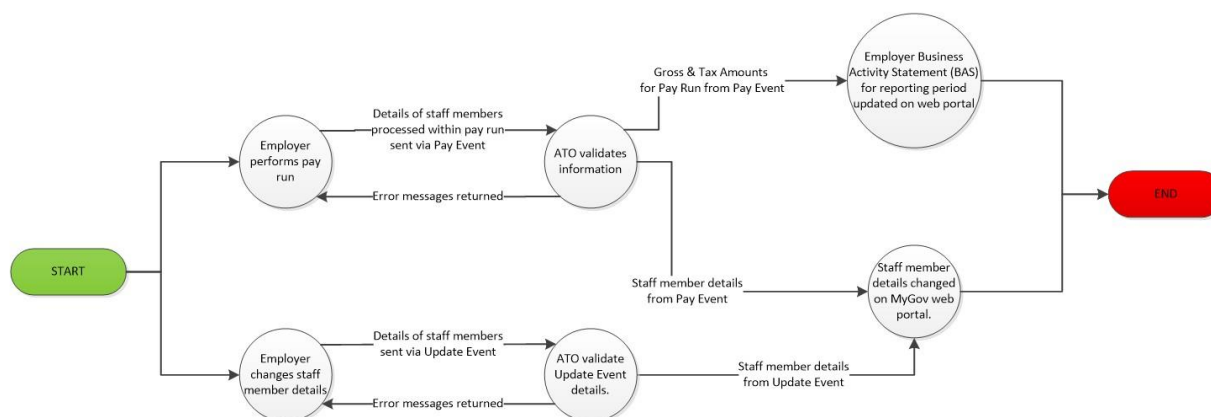
<sup>1</sup> These must be either the actual contribution amounts payable to funds or the equivalent ordinary time earnings.

## How will this data be reported to the ATO?

Employers will need to report this data electronically; the file may be either:

A Pay Event	An Update Event
Reported information relating to pay runs performed by an employer.	Changes to staff information which are not the result of a pay run, including TFN declarations, address or contact detail changes, monthly payment reconciliations etc.

Below is a diagram showing the difference between transmission files.



## Pay Events and ichris / chris<sup>21</sup>

The Pay Events Report contains data relating to pay runs. For each ABN and Branch, the total gross and tax figures for the pay run are used to prefill the W1 and W2 amounts on an employer's quarterly Business Activity Statement (BAS). Year to date figures for all staff paid in a pay run are also recorded.

**Note:** Reportable YTD figures cannot be negative; any negative reportable YTD figures will be set to zero when the STP file is produced. From an ichris / chris<sup>21</sup> perspective, any payment information created within the following forms must be reported to the ATO as a Pay Event:

Form Purpose	Form
Calculate Pay <sup>2</sup>	<b>CAL</b>
Update Pay	<b>UPD</b>
Ex-Gratia Calculation <sup>3</sup>	<b>EGC</b>
Update Ex-Gratia	<b>EGU</b>
Instant Pay Calculation	<b>IPC</b>
Static Update	<b>STU</b>

<sup>2</sup> CAL and UPD must both be completed before a STP report can be produced.

<sup>3</sup> EGC and EGU must both be completed before a STP report can be produced.



## Update Events and ichris / chris<sup>21</sup>

The Update Events Report contains data changes that do not result from payroll processing.

**Note: In most cases**, data changes that constitute an Update Event do not have to be separately reported. They can simply form part of the next Pay Event Report.

If, however, an employer is migrating to a new system and YTD figures are to be transferred, an Update Event would be required to prepare the ATO for reporting from the new system.

If for some reason total gross or tax figures are changed, the Update Event **will not** update W1 or W2 amounts; this must be done manually.

From an ichris / chris<sup>21</sup> perspective, any staff information modified due to the following reasons can be reported to the ATO as an Update Event:

Form Purpose	Examples
To identify staff to the ATO or within a payroll system.	DET
To record personal details and commencement and termination dates.	ADR, POS, TER
To record staff payment information.	YTV, PYP
To classify staff allowances, deductions and superannuation.	ALW, DED, SUP
To classify staff payment information for ATO reporting.	GCA
To modify staff payment information.	RYF, EAR

## Understanding Declarations

STP reporting requires that the employer declares the data transmitted to be correct and accurate. It also requires the staff member making the declaration (using the appropriate AUSKEY) to be authorised on behalf of that ABN and Branch. This declaration must be made **each time an output file is produced and transmitted**.

## ATO Communications

The ATO has developed Return Messages to advise employers of transmission success, failure or errors. **Remember**, your obligation to the ATO around STP is not fulfilled until the data transmitted has been accepted by the ATO.

The ATO has indicated that the Return Message may occur immediately or sometime after the original Pay Event or Update Event has been sent. As employers, you will need to review messages as they are received, make the necessary corrections and transmit the amended information back to the ATO for acceptance.

STP file submission and messaging facilities / platform will be provided by your gateway vendor.

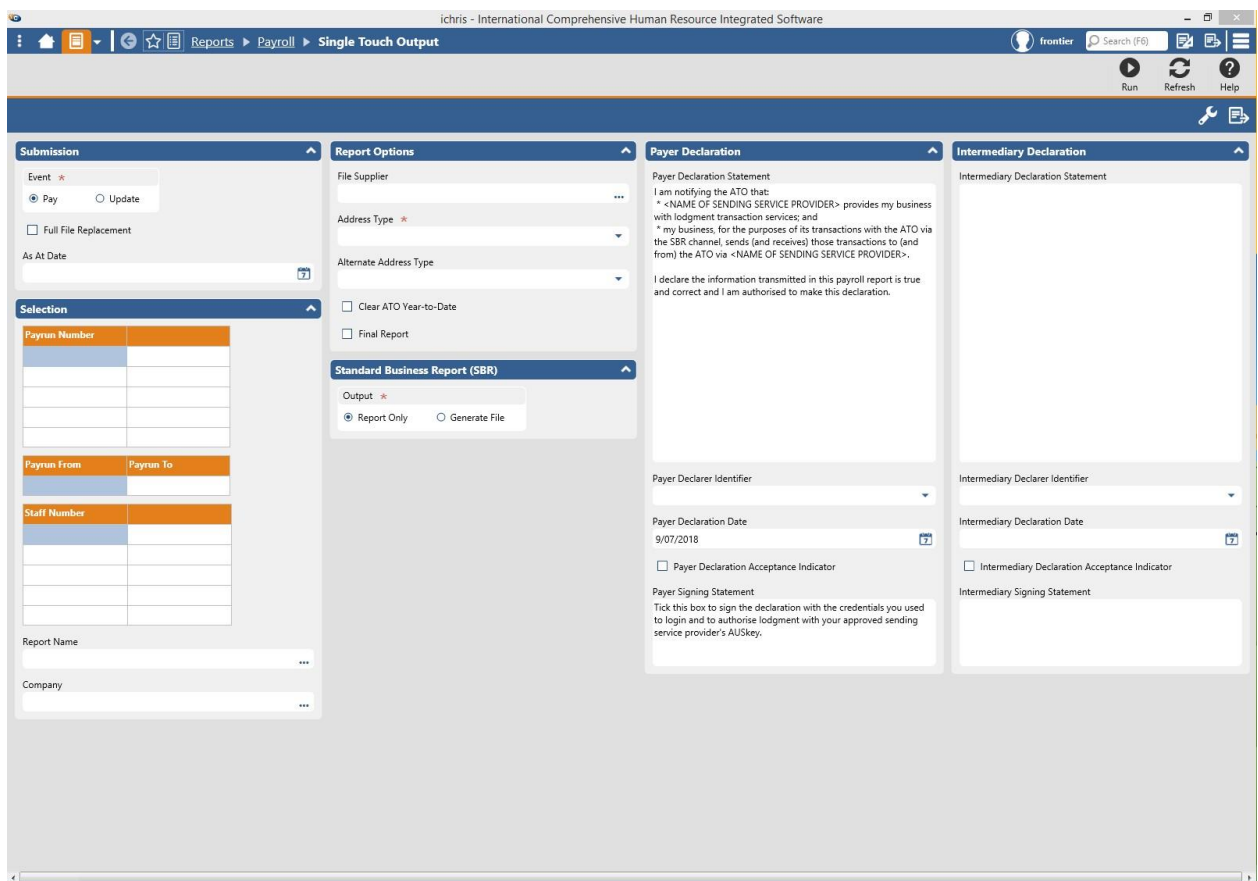


## How will ichris / chris<sup>21</sup> change to meet STP requirements?

ichris / chris<sup>21</sup> already capture the data required by the ATO. The STP task required 2 new forms to be created.

1. The first provides employers with the capacity to create the requisite output files. This form will enable employers to:
  - Extract pay run information by payrun number(s) creating individual reports by ABN, Branch and payrun.
  - Extract staff data based on selected employee number(s) creating individual reports by ABN, Branch.
  - Reset staff figures, as recorded at the ATO, to zero.
  - Enable employers, subject to ATO rules, to send a replacement pay file where necessary.

A version of this screen is shown below.



The screenshot displays the 'Single Touch Output' form within the ichris software. The interface is divided into several sections:

- Submission:** Includes an 'Event' dropdown with 'Pay' (selected) and 'Update' options, a 'Full File Replacement' checkbox, and an 'As At Date' field.
- Selection:** Contains two tables for data entry:
 

Payrun Number	

Payrun From	Payrun To

Staff Number	
- Report Options:** Includes fields for 'File Supplier', 'Address Type', and 'Alternate Address Type'. It also has checkboxes for 'Clear ATO Year-to-Date' and 'Final Report'.
- Standard Business Report (SBR):** Features an 'Output' dropdown with 'Report Only' (selected) and 'Generate File' options.
- Payer Declaration:** Contains a 'Payer Declaration Statement' text area, a 'Payer Declarer Identifier' dropdown, a 'Payer Declaration Date' field (set to 9/07/2018), a 'Payer Declaration Acceptance Indicator' checkbox, and a 'Payer Signing Statement' text area.
- Intermediary Declaration:** Contains an 'Intermediary Declaration Statement' text area, an 'Intermediary Declarer Identifier' dropdown, an 'Intermediary Declaration Date' field, an 'Intermediary Declaration Acceptance Indicator' checkbox, and an 'Intermediary Signing Statement' text area.

At the bottom, there are fields for 'Report Name' and 'Company'.

2. You will also have access to a form that captures the history of the Pay and Update Event file production for each ABN and Branch number combination.

## How do I prepare my data for STP?

**Remember**, ichris / chris<sup>21</sup> already captures the data required by the ATO, so your primary focus needs to be on (a) ensuring compliance and (b) a review of your setup and data.

### What about Compliance?

You must do a headcount of employees as at April 1st 2018 to determine whether you have 20 or more employees, thereby requiring to report via STP. **Note: The ATO is very clear about how to count and who to count.** See Page 14 - Frequently Asked Questions, for specific requirements.

You must recognise whether you will need to produce payment summaries or not. Basically, if all payments subject to withholding tax are reported via STP, then there is no need. If, however, some payments subject to withholding tax are not reported via STP, then payment summaries must be produced for those employees.

You will have met your obligations to the ATO when your transmitted report is accepted (validated) by the ATO and you receive a return message confirming this.

## Preparing ichris / chris<sup>21</sup> for STP

### Year To Date (YTD) Figures

Review the YTD figures for all staff. The figures cannot be negative<sup>4</sup>. The ATO instructs that any overpayments must be repaid immediately. If not, the amount becomes a loan to the employee and may be subject to FBT. **If in doubt**, contact your tax advisor or the ATO.

### Superannuation

You should spend some time reviewing your superannuation configuration. The ATO will accept superannuation guarantee contributions that are based on on amounts that have/will be paid to a complying superannuation fund or ordinary time earnings (as set up on the allowance forms).

### Review your GCA form

The GCA form is the Payment Summary Alignment form. To ensure readiness for STP you must:

- Classify all deduction codes as either **fees or workplace giving**. A classification of 'other' is no longer accepted.
- Classify all reportable allowance codes as either **car, transport, laundry, meals, travel or other predefined classification**. Any allowance codes that represent ordinary time earnings must be flagged accordingly.
- Classify appropriate superannuation codes for Reportable Employer Super Contribution (RESC)<sup>4</sup>
- Classify company superannuation so that the SG amounts are reported in the Single Touch Payroll file. Create a new GCA entry for each fund used for paying Superannuation Guarantee with the Category set to Not Applicable. The funds added in GCA will be reported if they include in SGU or the SGC Fund checkbox is selected in the related PTS form.

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<sup>4</sup> This may occur when a staff member is overpaid in one financial year and that overpayment is carried forward as a negative amount to the new financial year.

## **Cross Entity Authorisation Nomination (XEA) Form**

When an organisation has multiple ABN and Branch Number combinations, the Cross Entity Authorisation Nomination form must be completed and submitted to the ATO, **prior** to transmitting the STP file.

If the Cross Entity Authorisation Nomination Form has not been completed by the organisation, each individual ABN and Branch Number combination must be processed separately.

To obtain the Cross Entity Authorisation Nomination form, refer to the [ATO website](https://www.ato.gov.au/uploadedFiles/Content/CR/downloads/BUS27173Nat73957.pdf) (<https://www.ato.gov.au/uploadedFiles/Content/CR/downloads/BUS27173Nat73957.pdf>)



It is likely that organisations with multiple ABN and Branch Number combinations have completed the Cross Entity Authorisation Nomination form for other taxation purposes.

## **Engage a Gateway Provider**

After ichris / chris<sup>21</sup> has extracted the data required for STP reporting, the XML data file must then be submitted to the ATO. Submission must be done via a gateway (i.e. referred to by the ATO as a sending service provider), which is an upload portal that accepts your STP data file for electronic submission to the ATO. The portal will also manage error handling and receipt of ATO responses.

**Unless you are a Frontier Software BPO client, you will need to select a gateway provider in readiness for STP.**

Frontier Software has completed a review of STP gateway providers and has identified 5 recommended vendors that are provided at the end of this document. Frontier Software will be using SuperChoice as its gateway provider. This gateway will also be used for submission of STP reports on behalf of Frontier Software's BPO clients.

Our clients are not obligated to use a gateway provider identified by Frontier Software and may engage another provider of their choice. In this case, the onus is on the client to ensure that the gateway can process the STP file as defined by the ATO and can handle any error messages. Should a client choose to use the Frontier Software deferral, they are not required to engage the same gateway provider as Frontier Software when they commence STP reporting.

Your gateway provider will apply charges for STP report lodgement. Frontier Software will also apply charges to those clients engaging Frontier Software to lodge STP reports on their behalf.

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## Should I get a Deferral?

A deferral refers to a request to delay the commencement of STP reporting. Payroll software vendors and employers are able to request a deferral from the ATO.

Frontier Software's application to the ATO for a vendor deferral has been successful and will be in effect until 30 March 2019. Our Deferral Reference Number (DRN) is 90 441 603. You need only take note of the DRN and quote it to the ATO should they enquire as to your compliance with STP reporting. There is nothing else to do. You do not need to apply for your own deferral.

For specific details regarding the deferral, refer to the Single Touch Deferral Notice that has been posted on the Frontier Software website.

Clients can choose to use the deferral obtained by Frontier Software or opt to extract their data and report via a gateway of their own choosing from July 1, 2018.

## Frequently Asked Questions

### How does the ATO envision Single Touch Payroll to work?

Please see Page 5 - What is Single Touch Payroll?

### What do I need to know, as a Payroll Officer, on Single Touch Payroll? What do I need to know to ensure our business is compliant?

Apart from understanding the requirements, see page 7, you will need to work through the information on page 10 that deals with preparing your data for STP. Page 17 has a checklist document for you to work through.

### Is there a standard definition of an “employee” for the count required on April 1st, 2018?

Yes. You will need to count the number of employees on your payroll on 1 April 2018 to find out if you are a 'substantial employer'. You need to do a headcount, not a count of your full time equivalent (FTE).

If you have 20 or more employees on 1 April 2018, you will be a 'substantial employer' and will need to report through Single Touch Payroll from 1 July 2018.

Once you are a substantial employer you will be required to continue reporting through Single Touch Payroll even if your employee numbers drop below 20.

You need to include the following employees in your headcount:

- full-time employees
- part-time employees
- casual employees on your payroll as at the 1<sup>st</sup> of April 2018 and worked any time during March 2018
- employees based overseas
- any employee absent or on leave (paid or unpaid)
- seasonal employees, i.e. staff who are engaged short term to meet a regular peak workload, for example, harvest workers.

Do not include:

- any employees who ceased work before 1 April 2018
- casual employees who did not work in March 2018
- independent contractors
- staff provided by a third-party labour hire organisation
- company directors
- office holders
- religious practitioners.

If you are part of a company group, the total number of employees employed by all member companies of the wholly-owned group must be included.

### I am a FPS Client and you process my pay for me. Do I have to complete STP reporting?

As a FPS client, Frontier Software will complete the reporting tasks for you. However, you will still be subject to ascertaining that the data in your system meets ATO requirements. See page 11 – How do I prepare my data for STP?

## **Are there any new fields; if so, what are they for; what data do I need to collect?**

ichris / chris<sup>21</sup> already captures the required data. The only additional item required is to uniquely identify each installation of a payroll system, the BMS id. This is a one-time setup and instructions will be provided as part of the implementation process. See page 7 – Single Touch Payroll Detailed Requirements - to understand what will be collected for reporting.

## **How will the file be transmitted to the ATO if I am in-house / ASP / FPS client? Will the solution being developed accommodate all three scenarios?**

After ichris / chris<sup>21</sup> has extracted the data required for STP reporting, the XML data file must then be submitted to the ATO. Submission must be done via a gateway, which is an upload portal that accepts your STP data file for electronic submission to the ATO. The gateway portal will also manage error handling and receipt of ATO responses.

Depending on your deployment model, you must engage a gateway provider to submit your data file to the ATO. Frontier Software has completed a review of STP gateway providers and has identified 5 recommended vendors that are provided at the end of this document. Frontier Software will be using SuperChoice as its gateway provider. This gateway will also be used for submission of STP reports on behalf of Frontier Software's BPO clients.

Our clients are not obligated to use a gateway provider identified by Frontier Software and may immediately seek and engage a gateway provider of their choice. In this case, the onus is on the client to ensure that the gateway can process the STP file as defined by the ATO and can handle any error messages.

On-premise and hosted clients must select a gateway provider. FPS clients may choose to select their own provider or one identified by Frontier Software.

Alternatively, FPS clients may elect to have Frontier Software lodge their STP file on their behalf. BPO clients will have their reports lodged as an additional service. In both cases, fees will apply.

## **Will the system be creating a STP file after each pay run?**

STP Files need to be produced after each pay run, however, the system will not do so automatically. Instead, the authorised payroll user will extract the data using a simple tool within ichris / chris<sup>21</sup>. This extract can then be submitted to the ATO via a gateway.

## **What will be the process for companies with multiples ABNs, will each company produce one file each?**

The system has been designed so that an output file is produced for each payrun number and company combination, as defined within ichris / chris<sup>21</sup>, see page 7 – Single Touch Payroll Detailed Requirements. This caters for employers that have multiple companies with differing ABN & Branch numbers AND caters for employers that have multiple companies within ichris / chris<sup>21</sup> with the same ABN & Branch number.

## **Will I still need a SAFF interface to be sent to the SUPER Clearing house or will any format suffice now?**

You will still need to supply superannuation contribution information via a SAFF interface, or any other approved interface. STP does not remove / replace this requirement.

## **Will there be any training or support offered?**

As STP is intended to be a simple process of data extraction, it is expected that little or no training will be required. STP will, of course, be supported by our Helpdesk and software maintenance will be provided on an ongoing basis. Frontier Software Professional Services will be trained and available to provide clients with assistance.

## **What assumptions have been made in relation to how clients are set up and how this ties into Frontier Software's development / configuration for STP changes? I want to ensure I am set up appropriately in preparation for any changes that are to be implemented.**

Frontier Software's implementation of STP reporting is based on the assumption that clients may have one or more companies defined within their payroll system with differing and / or same ABN & Branch numbers, as well as different reporting of superannuation obligations (contributions made or based on ordinary time earnings, OTE). Please contact your account manager if you have specific concerns regarding your preparation.

## **I am concerned about defined benefit employees where I currently pay a certain % to the super fund. This money is paid into a pool of money which is not specific to the employee. Therefore, I might be required to change the SUP screen for these employees depending on how the ATO expect me to report this.**

Defined benefit contributions are often remitted in bulk to a fund once per year. Typically, chris<sup>21</sup> / ichris is not used to complete this transaction. Hence, it is natural to be concerned about how this process might impact STP reporting. In reality, there is nothing to be concerned about.

If no SGC contribution is noted for an employee, the ATO will seek to derive an estimated contribution amount which is based on an employee's ordinary time earnings (OTE). Provided you have configured your pay components relating to ordinary time earnings correctly, the STP report generated by the system will provide the ATO with the data that it needs to derive an estimation of SGC liability.

Remember, your superannuation fund must also report contributions to the ATO. These contribution amounts will be compared to OTE figures provided via STP reporting to evaluate actual contributions made. There is no need to worry if the superannuation fund contribution is only made once a year; the ATO will amend its records when contribution data is provided.

For more information, refer to page 11 – How do I prepare my data for STP? The ATO or your tax advisor should also be able to offer assistance if you have further queries.



## I am concerned that STP won't report FBT. How does STP reporting manage this?

STP Reporting is configured to accurately report FBT. Once your pay components are correctly configured, all you need to do is follow the usual process for FBT recording. For the FBT figures you reported, even if they are only entered once per annum, this is sufficient to meet ATO requirements. For specific information about FBT reporting, refer to the link below:

[https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/What-you-need-to-report-through-Single-Touch-Payroll/?page=2#Guidance for pay event reporting](https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/What-you-need-to-report-through-Single-Touch-Payroll/?page=2#Guidance%20for%20pay%20event%20reporting)

## My Action Checklist

Item	Completed
Headcount of employees as at April 1 <sup>st</sup> , 2018 according to ATO guidelines.	
Check year to date figures for negatives.	
Review superannuation guarantee contributions or ordinary time earnings set up.	
Check classifications for deductions, allowances and superannuation codes on GCA – Payment Summary Alignment form.	
Identify and engage a gateway provider for file submission and messaging.	

## Recommended Gateway Providers

Provider	Contact	Direct relationship with provider.	Connect via gateway web portal	Billed directly by gateway provider.	Link to
<b>SuperChoice</b>	Andy Johnson sales@superchoice.com.au 0414 517 211	✓	✓	✓	<a href="https://www.superchoiceservices.com.au/stp">https://www.superchoiceservices.com.au/stp</a>
<b>Clicksuper</b>	dean@clicksuper.com.au 02 8090 3252	✓	✓	✓	<a href="https://www.clicksuper.com.au/">https://www.clicksuper.com.au/</a>
<b>Ozedi</b>	Ann.White@ozedi.com.au 1300 737 614	✓	✓	✓	<a href="https://www.ozedi.com.au/stp-employers">https://www.ozedi.com.au/stp-employers</a>
<b>Westpac</b>	Anna Scherleitner ascherleitner@westpac.com.au 02 8254 1476 0478 875 360	✓	✓	✓	<a href="https://www.westpac.com.au/corporate-banking/transactional-banking/managing-your-payables/single-touch-payroll/">https://www.westpac.com.au/corporate-banking/transactional-banking/managing-your-payables/single-touch-payroll/</a>
<b>MessageXChange</b>	david.moss@messagexchange.com 03 8622 0244	✓	✓	✓	chris21 - <a href="https://goo.gl/9a1z58">https://goo.gl/9a1z58</a> ichris - <a href="https://goo.gl/HbHfGm">https://goo.gl/HbHfGm</a>

 Gateway provider used by Frontier Software



Human Capital Management  
& Payroll Software/Services

“Innovation, functionality, flexibility and quality  
are the foundation of our software solution”

Michael Howard - Founder, Frontier Software