Single Touch Payroll

What is Single Touch Payroll (STP)?

Single Touch Payroll is a government initiative to streamline business reporting obligations. When an employer pays their employees under Single Touch Payroll (STP) the information will be sent directly to the ATO at the time of the payroll.

STP will report payments such as salaries, wages, pay as you go (PAYG) withholding and superannuation information to the Australian Taxation Office when you pay your employees.

Who needs to do it?

Currently employers with 20 or more employees started STP on 1 July 2018. In February 2019 parliament passed legislation to extend Single Touch Payroll (STP) reporting to include all small employers (those with fewer than 20 employees) from 1 July 2019.

What does it mean?

- When you start reporting through Single Touch Payroll you will send your employees' payroll and super information to the ATO from your payroll solution each payday.
- Your payroll cycle will not change. You will still pay your employees weekly, fortnightly or monthly
- Your payment due date for PAYG withholding and super contributions will not change. However you can choose to pay earlier
- You may not need to provide your employees with a payment summary at the end of financial year for certain payments you report through STP. The ATO will make that information available to employees through myGov
- When you report to the ATO through Single Touch Payroll your employees will be able to view their year-to-date tax and super information through myGov.

Single Touch Payroll checklist

- **Are you processing your payroll manually?**
    Yes - you will need **t**o choose a proven online payroll solution and get started as soon as possible.
- **Are you processing your payroll on a software solution?**
    Yes – you will need to confirm with them that they are STP ready and can you opt in now
    No – you will need **t**o choose a proven online payroll solution and get started as soon as possible.

Introducing CloudPayroll, your Complete Payroll Solution which is also a member of CBD Chamber

- ✓ CloudPayroll **MICRO** suitable for 1-4 employees, STP ready, affordable at $9.00 + gst per month
- ✓ Chamber discount applies up to $100 discount on implementation on Standard solution
- ✓ CloudPayroll will set it up for you, train you and provide you on-going unlimited phone and email support
- ✓ 4 easy to follow steps to process your payroll
- ✓ Employee's log in to see their payslips, ytd tax summary, apply for leave online, project a leave balance for a future date, enter hours worked and update personal details page
- ✓ On-line leave management, employee applies for leave on-line, manager approves and then automatically applied in appropriate pay run
- ✓ Streamline your payroll processing, can pay staff, pay superannuation
- ✓ Updates automatically changes to PAYG, super etc
- ✓ Access anywhere, anytime on any device. Fully secure and totally confidential
- ✓ Partner programme available for Bookkeepers and Accountants

For more information please call CloudPayroll on (02) 9042 2689 or
email: sales@cloudpayroll.com.au or log in for a FREE TRIAL
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