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## IMPORTANT INFORMATION FOR EMPLOYERS

### Single Touch Payroll is coming. How will it affect you?

The ATO is making changes to the way employers report information. Single Touch Payroll introduces the electronic reporting of payroll data to the ATO directly from your payroll system when you pay your employees.

#### Who does this change apply to?

If you have 20 or more employees on 1 April 2018, Single Touch Payroll will apply to you from 1 July 2018. It is expected that single touch payroll will apply to employers with 19 or fewer employees from 1 July 2019.

#### Do I have to move to Single Touch Payroll?

Yes. Single Touch payroll is a compulsory change.

#### How do I prepare for Single Touch Payroll?

Your payroll system will need to be updated to support Single Touch Payroll. The ATO is working closely with payroll software and solutions providers to introduce Single Touch Payroll to their products and services.

If you currently report payroll manually you will need to change to a Single Touch Payroll enabled method unless the ATO grants you an exemption. Please contact us to discuss your options.

#### Will I still need to report wages on my Business/Instalment Activity Statement and prepare payment summaries once I begin reporting through Single Touch Payroll?

The ATO will fill in the payroll information on your Business/Instalment Activity Statements for you based on the data reporting through Single Touch Payroll. You will not be required to issue a payment summary to your employees or prepare a Payment Summary Annual Report for the ATO if you are using Single Touch Payroll.

#### I heard my Payroll Software may not be ready for Single Touch Payroll in time. What do I do?

The ATO may defer the date you are required to start if your payroll solution will not be ready by 1 July 2018. If you will require a deferral please contact us to request a deferral on your behalf.

#### Further information is available on the ATO website:

<https://www.ato.gov.au/about-ato/about-us/in-detail/strategic-direction/streamlined-reporting-with-single-touch-payroll/?anchor=Employers1#Employers1>

### The Small Business Superannuation Clearing House is moving.

If you use the Australian Taxation Office clearing house to report and pay your superannuation contributions for your employees you will need to note changes to the way you access the service.

Please note if NorthCorp lodges your superannuation on your behalf or you use a clearing house provided by your default superannuation fund, your payroll software, a bank or any other provider then this change does not affect you.

The ATO has announced that the Small Business Superannuation Clearing House (SBSCH) will become part of ATO Online Services. After 19 February 2018 the SBSCH will no longer be accessible from the current login page.

#### How do I access the SBSCH after 19 February?

If you are a small business ABN holder the SBSCH will be moved to the ATO business portal under Manage Employees. You will need an AUSkey to access the Business Portal. Alternatively you will need a myGov account linked to your business.

#### I do not have a myGov account or an AUSkey. What do I need to do?

If you are a sole trader or do not have an ABN you will need to register for a myGov account linked to the ATO, Medicare or Centrelink. Your myGov account can then be linked to your ABN using Manage ABN connections. For businesses entities, to access the business portal you will need to either link your myGov account using the above steps or register for an AUSkey.

Information on the business portal access can be found at <https://www.ato.gov.au/Business/Business-Portal/>

#### What happens to my existing data in the SBSCH?

The ATO will move your existing data to the new system on Monday 19 February 2018.

#### Do I need to do anything regarding this change?

For SBSCH users, it is recommended that if you lodge your superannuation monthly you do so before Monday 19 February 2018 when existing data will be migrated into the new system.

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**If you require assistance with any of the changes with Single Touch Payroll or the Small Business Superannuation Clearing House please call us to make an appointment.**

