



# Single Touch Payroll

For employers



## Get ready checklist

Single Touch Payroll starts from **1 July 2018** – if you have 20 or more employees, it's time to take the next step and get ready. Here are some things you can do before your software is updated.

### Contact your provider

Your payroll software provider can let you know when your payroll software will be ready for Single Touch Payroll.

- Find out how your payroll software provider will offer Single Touch Payroll reporting – this may be through an update to your existing software, or an additional service.
- Check if they have a deferred start date.
- Find out what support they will offer to their clients to transition to Single Touch Payroll.
- Subscribe to their communications – this may be email, newsletter, web updates.

### Connect with the ATO

The ATO is working closely with payroll solution and service providers.

We regularly publish information and updates on our website and through our newsletters.

- Visit [ato.gov.au/stp](http://ato.gov.au/stp) and subscribe to any updates.
- Follow the ATO on [Facebook](#), [Twitter](#) and [LinkedIn](#).
- Make sure the ATO has the right contact details for your business or organisation.

### Review your business processes

There are a few things you should check before Single Touch Payroll starts.

- Make sure the right people in your business know about Single Touch Payroll – especially your payroll staff.
- Check if you are paying your employees correctly.
- Check if you are calculating your employees' super entitlements correctly.
- Check if you are addressing overpayments correctly.
- Is your employee information accurate, including names, addresses, date-of-birth records?

### Apply for more time, if you need it

We know some employers may not be ready by **1 July 2018**.

- If your software will be ready, but you won't, you will need to apply to the ATO for a deferred start date.
- Visit [ato.gov.au/stp](http://ato.gov.au/stp) and find out about our [deferral](#) process.
- If your payroll software provider has a deferred start date, and you still need more time, you will need to apply your own deferral.
- Make sure you follow the ATO guidelines and provide all the evidence required.