Your Single Touch Payroll readiness checklist

From 1 July 2018, employers with 20+ employees will need to report payroll information to the ATO using Single Touch Payroll.

This is a big change for businesses like yours, and we want to help you get ready. By using this checklist, you can rest assured that you've done everything to ensure your business is STP compliant.

8 things to get you ready for STP

1 Visit the ATO website and get familiar with STP.

2 Did you do a headcount of your employees on 1 April 2018? If you had 20+ employees on that date, you'll need to report payroll via STP by 1 July 2018.

3 Ensure you're using an STP enabled version of your software. Speak to your accountant if you're unsure which MYOB product you're using.

4 Use the STP Check Payroll Details tool to see what exactly which data fields need fixing.

5 Assign ATO categories for all items in your Payroll Category List.

6 Double-check PAYG withholding and superannuation amounts, including super guarantee and additional contributions.

7 Think about who will be making the declaration when sending information to the ATO. When the ATO connection is available you will need to notify the ATO that you're using MYOB for STP reporting.

8 With your next payrun, you can send the details to the ATO with a declaration all done within the product.

Once your business is connected to the ATO, your payroll information will automatically be sent the next time you process payroll.

For more information go to **myob.com/stp**

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