



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 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 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.