CHECKLIST · RULES & COSTS

Single Touch Payroll: what your first pay run sends the ATO

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- [ ] **Register for PAYG withholding.** Do it in Online services for business, or through your tax or BAS agent, before the first payday, even if no tax will be withheld.
- [ ] **Set up myID and RAM.** Link your Digital ID to the business in Relationship Authorisation Manager so you can use Online services for business.
- [ ] **Collect a tax file number declaration.** Ask your new employee to complete the commencement forms in myGov within 28 days, then key their summary into payroll.
- [ ] **Pick STP-enabled software.** Filter the ATO's product register at softwaredevelopers.ato.gov.au by "Payroll (STP)" and the "Micro" or "Small" target market.
- [ ] **Authorise the software with the ATO.** Use the product's cloud software ID, shown on the register, to authorise it before the first pay run.
- [ ] **Check the Payday Super fields.** Ask your provider to confirm each report carries year-to-date qualifying earnings and super liability.
- [ ] **Lodge on or before every payday.** Run each pay through the software so the report goes when the pay does.
- [ ] **Finalise by 14 July.** Make the finalisation declaration for every employee so their myGov income statement shows "Tax ready".
- [ ] **Fix errors within 14 days.** If you pay less often than fortnightly, fix them by your next regular pay run. Tell the employee if a finalised amount changes.

General information only, not legal, tax or financial advice. Check the full story and its sources before acting.