Single Touch Payroll Checklist

	Yes	No
Are your payroll and finance staff aware of the changes and receiving regular updates?	☐	☐
Have you received communication from your payroll software provider, including whether they will be ready for the 1 July 2018 start date or if they have a deferred start date?	☐	☐
Have you subscribed to your payroll software provider updates, whether email, newsletter, web update etc?	☐	☐
Are you confident that the ATO have the correct contact details for your business, to ensure you receive any communication from them?	☐	☐
Do you have a plan for communicating the changes to employees, including their requirement to register with MyGov to unlock some of the benefits STP will bring for them?	☐	☐
Do you know about the STP employee headcount, when to do it and who to include?	☐	☐
How will STP and MyGov impact employee onboarding and exits for your business?	☐	☐
Do you have an ATO AusKey as well as access to the ATO Business Portal and ATO Access Manager?	☐	☐
Is your PAYG withholding calculating correctly on your employee salaries and wages?	☐	☐
Are your employee superannuation payments calculating correctly via a SuperStream compliant solution?	☐	☐
Is your employee data accurate and up to date? This includes full name, TFN, DOB and address.	☐	☐
If you're using accounting software:		
Is your current payroll solution enabled for STP, or will it be?	☐	☐
Do you need to upgrade your payroll software?	☐	☐
If you're using a third-party service:		
Is your third-party solution using an STP compliant solution?	☐	☐
Will your third-party solution lodge your STP reports to the ATO on your behalf?	☐	☐
Are there approvals required to facilitate the STP reporting process on your behalf?	☐	☐
Are there additional fees for the creation or lodgement of STP reporting?	☐	☐
If you're currently using paper:		
Do you have a plan to update your processes? Note: Reporting payroll manually will no longer be sufficient to remain compliant.	☐	☐
Will you switch to a payroll software provider or engage a third party to report on your behalf?	☐	☐
Have you nominated (or have you diarised to nominate) your STP solution via the ATO Access Manager?	☐	☐
Have you updated any internal checklists / procedures to include submitting the 'pay event' to the ATO on or before pay day?	☐	☐
Once your software provider releases their updates, have you updated any internal checklists / procedures to consider:		
How to correct a pay event report (or where to find these instructions)	☐	☐
End of year changes (whether payment summaries are required for anything not reported using STP)	☐	☐
Quarterly BAS – labels W1 and W2 are pre-filled when reporting via STP	☐	☐

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