YOUR 5-STEP STP CHECKLIST

A getting started guide for **MYOB AccountRight** customers

Are you already a MYOB AccountRight customer? Hooray! You don't need to buy new software to use STP. It's already included in your subscription.

However, there's some initial work you need to do to set up and register with the ATO. It's easy and it won't take long.

We've created this handy guide to walk you through the process.

You probably have all your business information listed in MYOB AccountRight already. Now's the perfect time to check everything is up to date.

To get started, choose 'Check payroll details'. Now here's what you need to do.

An overview of your STP checklist

✔ Check employee details

✔ Check your business information

✔ Assign ATO reporting categories to your payroll categories

✔ Connect to the ATO

✔ Start reporting each pay cycle

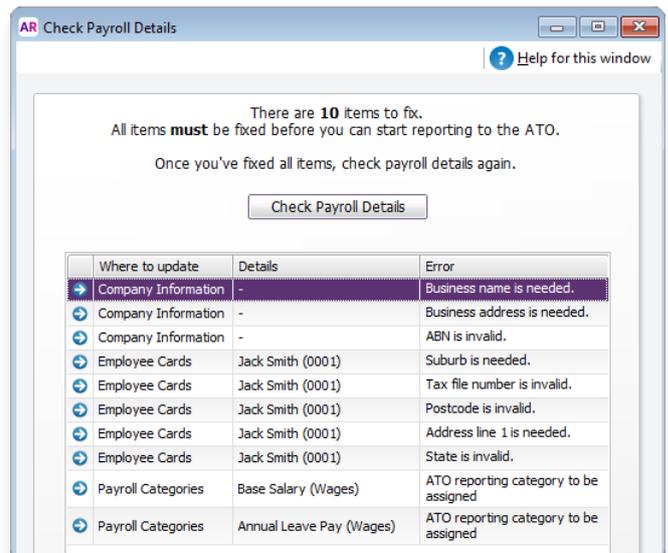## ✓ Check employee details

1. Review every 'Employee card'

2. Ensure the following is accurate and complete for everyone on file:

   a. last name
   b. address (including suburb, state and postcode)
   c. tax file number (TFN).

3. Fix any errors and save.

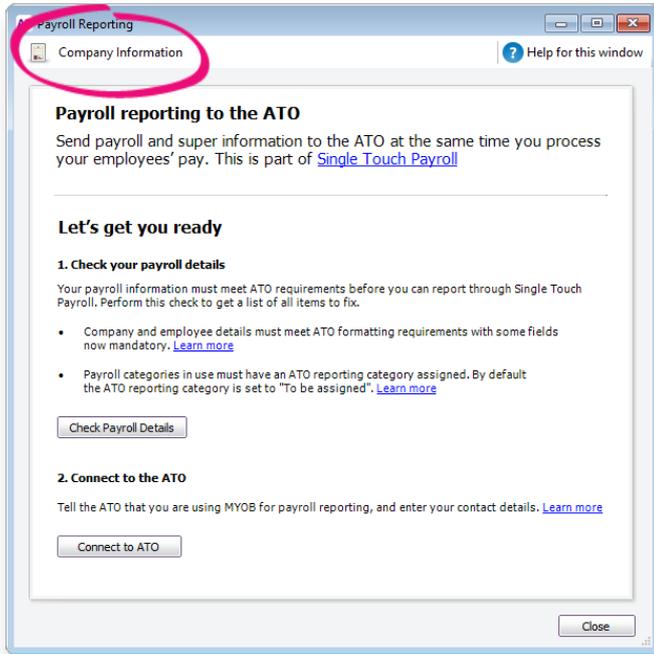If you don't have an employee's TFN, there are some options:

» **'Waiting on TFN declaration'** – Choose this if your employee has just started and hasn't completed their TFN declaration yet (due within 28 days). Enter code 111 111 111.

» **'Employee is under 18'** – Choose this if your employee is under the age of 18 and earning less than $350 per week, $700 per fortnight or $1,517 per month. Enter code 333 333 333.

» **'Employee has no TFN or other reason'** – Choose this if your employee has made the conscious decision not to give you their TFN, or they don't fit into either of the above categories. Enter code 000 000 000.

Still feeling a little lost? You can call MYOB on **1300 555 123** or the ATO on **13 72 26** if you are unsure what to choose.
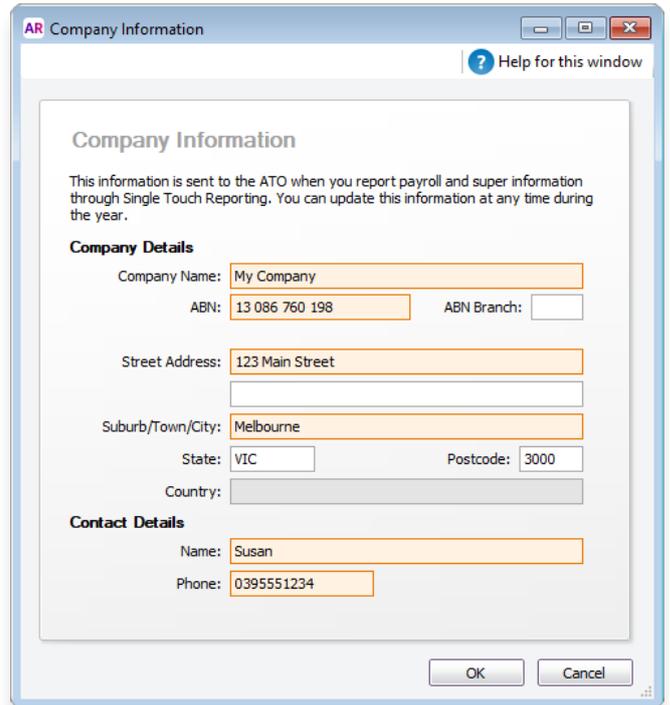

AR Check Payroll Details

There are **10** items to fix.
All items **must** be fixed before you can start reporting to the ATO.

Once you've fixed all items, check payroll details again.

[Check Payroll Details]

Where to update	Details	Error
Company Information	-	Business name is needed.
Company Information	-	Business address is needed.
Company Information	-	ABN is invalid.
Employee Cards	Jack Smith (0001)	Suburb is needed.
Employee Cards	Jack Smith (0001)	Tax file number is invalid.
Employee Cards	Jack Smith (0001)	Postcode is invalid.
Employee Cards	Jack Smith (0001)	Address line 1 is needed.
Employee Cards	Jack Smith (0001)	State is invalid.
Payroll Categories	Base Salary (Wages)	ATO reporting category to be assigned
Payroll Categories	Annual Leave Pay (Wages)	ATO reporting category to be assigned

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✓ Check your business information

1. Review 'Company information'

2. Ensure the following is accurate and complete:

   a. Company name

   b. ABN (and ABN branch separate to your parent entity if you have one)

   c. Business address

   d. Contact details of contact person (name and phone number)

3. Fix any errors and save.

✓ Assign ATO reporting categories to your payroll categories

Now you need to assign categories so the ATO knows how to treat each type of payment you submit through STP. These categories are similar to what you've used in the past. They are:

» **Wages** – Choose this for gross payments, allowances (i.e. car, travel, meals, laundry), lump sums (i.e. termination, redundancy), CDEP payments, exempt foreign income and ETP (employer termination payment).

» **Superannuation** – Choose this for reportable employer super contributions.

» **Deductions** – Choose this for work place giving, union/professional association fees and unreportable deductions (i.e. salary sacrifice, child support, loan or car payments).

» **PAYG withholdings** – Choose this for your PAYG tax withholding.

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Here's what you need to do.

1. Select 'Payroll categories'. The Payroll Categories appear.

2. Choose the appropriate ATO reporting category for that payroll category

3. Click 'Ok' and repeat for all pay items.

If you're unsure, you can call the ATO on **13 72 26**. Or if you have an accountant, they should be able to help.


✓ Connect to the ATO

Now you need to tell the ATO you're using MYOB software. This step is easy – just follow the prompts. You'll only need to go through the process once.

First, choose 'Payroll Reporting'. (**Image A**). Now here's what you need to do.

1. Make sure you're connected to the internet and signed in to your MYOB account

2. Have your ABN handy and select 'Connect to the ATO' (**Image B**)

3. Indicate that you're from the business, not a TAX or BAS agent, and click 'Continue'

4. Enter your declarer information, including your contact details, and click 'Continue'

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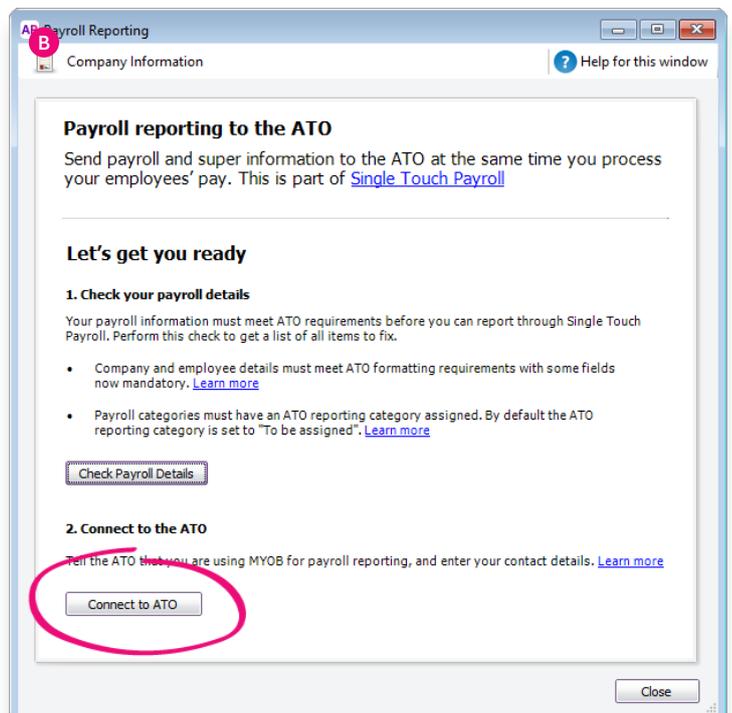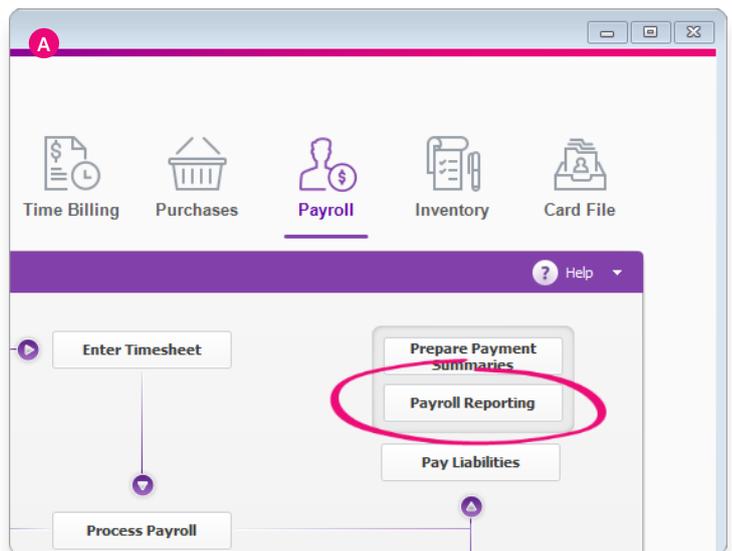
5. Skip the 'Add clients' step (because you're from the business, not a tax or BAS agent)

Steps continued on following page

6. Move onto 'Notify the ATO' and jot down your unique Software ID (**Image C**), which only you can use. Additional authorised users need to create their own.

7. Lastly, decide how you'd like to notify the ATO that you're using MYOB for payroll reporting (**Image D**). This can be done in one of two ways:

   a. You can use your Access Manager account

   b. If you don't have an Access Manager account, you can call the ATO. This is an automated service and usually only takes a few minutes.
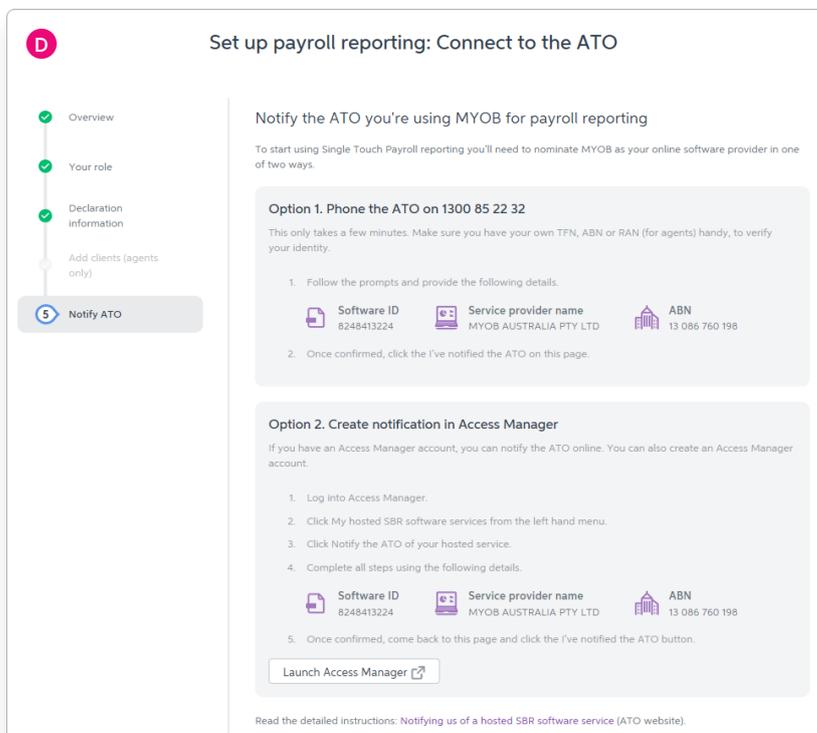
✓ Start reporting each pay cycle

Once you've gone through each prompt and clicked 'I've notified the ATO', well done. You're all set up and ready to submit your reports each pay cycle online with just one click.

? **Still need support? We're here for you.**

Change can be confusing. Whether you'd like someone to talk you through the set-up process, or how to use STP for the first time, our team is ready and happy to chat. Call us on **1300 555 123**.

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