

YOUR 5-STEP STP CHECKLIST

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

Are you already a MYOB Essentials 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 it 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.

An overview of your STP checklist

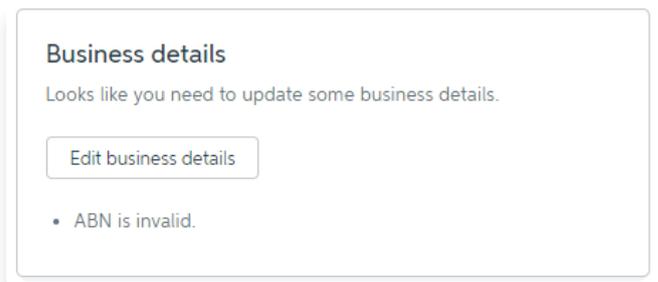
- ✓ Check your business information
- ✓ Check employee details
- ✓ Assign ATO reporting categories to your pay items
- ✓ Connect to the ATO
- ✓ Start reporting each pay cycle

✓ Check your business information

You probably already have your business information listed in your MYOB Essentials account. But it's worth checking to see if everything is still correct.

Here's what you need to do.

1. Select 'Edit business details' and watch this page load in a new browser tab
2. Check what's there and edit any fields that may need updating
3. Save and close the browser window.



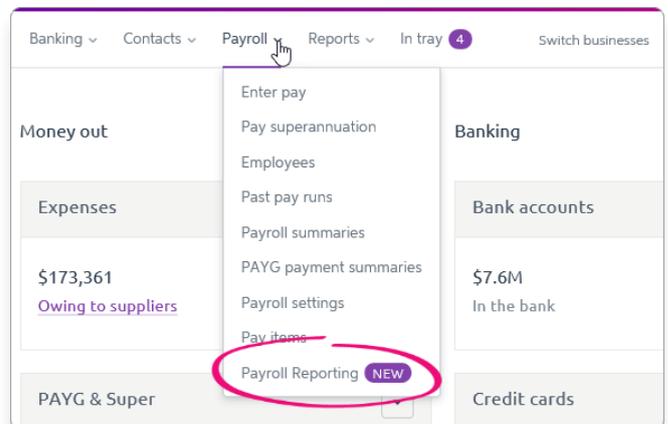
✓ Check employee details

Once again, you probably already have all your employees listed in your MYOB Essentials account. Now's the perfect time to check everything is up to date.

Here's what you need to do.

1. Choose 'Payroll Reporting' from the 'Payroll' menu
2. Select 'Check payroll details'
3. Review the information you have recorded for every employee

Steps continued on following page



4. 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).

5. 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.

Feeling a little lost? You can call the ATO on **13 72 26** if you are unsure what to choose.



Assign ATO reporting categories to your pay items

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:

- » **Earnings and allowances** – 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 withholding.

Here's what you need to do.

1. Select 'Pay items'. The 'Pay items' page loads in a new browser tab
2. Nominate what pay item you'd like to update by clicking the ellipsis button (...)
3. Choose the appropriate category for that pay item
4. Save 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. Also check out our [help page](#).

✓ 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.

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 A**).
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'
5. Skip the 'Add clients' step (because you're from the business, not a tax or BAS agent)
6. Move onto 'Notify the ATO' and jot down your unique Software ID (**Image B**), 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 C**). 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.

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Set up payroll reporting: Connect to the ATO

Overview of connecting to the ATO

These steps must be completed individually by each person processing payroll, from their own account.

What you'll be doing

If you're part of the business

- Grab your ABN
- You'll be entering your business' ABN and contact details, then contacting the ATO

If you're a tax or BAS agent

- Get your clients to log in to MYOB and [connect to the ATO](#) first, before you start
- Grab the business' ABN, as well as your own ABN and RAN
- You'll be connecting to multiple ATO systems, so have all your sign on details handy

We're here to help! Need more detailed instructions? Visit [Connect to the ATO](#)

By clicking 'Start' you acknowledge that you have read and agree to the [Terms of Use](#) for Single Touch Payroll.

Start

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Set up payroll reporting: Connect to the ATO

Notify the ATO you're using MYOB for payroll reporting

To start using Single Touch Payroll reporting you'll need to nominate MYOB as your online software provider using the following details.

ABN 13 086 760 198	Service provider name MYOB AUSTRALIA PTY LTD	Software ID XXXXXXXXXX
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Set up payroll reporting: Connect to the ATO

Notify the ATO you're using MYOB for payroll reporting

To start using Single Touch Payroll reporting you'll need to nominate MYOB as your online software provider in one of two ways.

Option 1. Phone the ATO on 1300 85 22 32

This only takes a few minutes. Make sure you have your own TFN, ABN or RAN (for agents) handy, to verify your identity.

1. Follow the prompts and provide the following details.

Software ID 8248413224	Service provider name MYOB AUSTRALIA PTY LTD	ABN 13 086 760 198
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2. Once confirmed, click the I've notified the ATO on this page.

Option 2. Create notification in Access Manager

If you have an Access Manager account, you can notify the ATO online. You can also create an Access Manager account.

1. Log into Access Manager.
2. Click My hosted SBR software services from the left hand menu.
3. Click Notify the ATO of your hosted service.
4. Complete all steps using the following details.

Software ID 8248413224	Service provider name MYOB AUSTRALIA PTY LTD	ABN 13 086 760 198
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5. Once confirmed, come back to this page and click the I've notified the ATO button.

[Launch Access Manager](#)

Read the detailed instructions: [Notifying us of a hosted SBR software service \(ATO website\)](#).

Start reporting each pay cycle

Once you've gone through each prompt and clicked 'I've notified the ATO', 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**.