

Single Touch Payroll is the reporting of each pay run, wages, tax & super. The law requires that you submit your STP report on or before the day you pay your employees.

This information will then be used in place of Payment Summaries at the end of the financial year, and you will only be required to complete an end of year declaration. All information will be pre-filled for employees for tax purposes.

They will also be able to view the information lodged via MyGov accounts throughout the year.

RE: STP Annual Authorisation of Tax/BAS agent.

I, _____, **(Insert Business Name Here)**
accept responsibility of providing staff salaries and worked hours to my authorised Tax/BAS agent by the appropriate pay run date. I acknowledge my staff wages are paid in line with the appropriate payroll awards and fair work guidelines. My staff have the appropriate PAYG amounts withheld from each pay along with the statutory rate of superannuation paid quarterly.

I, Hannans360°, accept responsibility of collating and entering payroll data each payrun. I accept responsibility for the calculation, reconciliation and submission of PAYG and super reporting, along with providing this information to the business owner for payment in a timely manner. I acknowledge that all payroll data processed under my authority is compliant inline with the ATO and Fairwork guidelines.

I, _____, **(Insert Business Name Here)**
authorise Hannans360° to lodge each STP event for the next year (12 months) commencing on ____/____/____.

Business Owner Name: _____

Signature: _____

Tax/BAS Agent: _____

Signature: _____