



A simple explanation about Single Touch Payroll (STP) for your employees

STP is a big change for you and for your employees. To help communicate it, we've prepared the following information for you to share with your employees. You might like to copy and paste it into an email to share with your employees. Just be sure to update the fields so that you can personalise your message.

Important changes to the way [we / or insert your company name here] report your tax and super information to the Australian Tax Office (ATO).

The reporting change is called Single Touch Payroll (STP) and it applies to all employers from 1 July 2019. It's important to note that [we / or insert your company name] are required to send your information to the ATO.

From [insert the date you will start STP reporting] [we / or insert your company name] will begin reporting your tax and super information in 'real-time' to the ATO each time we pay you rather than annually. This means there will be some changes for you.

These include:

- You will see your year-to-date tax and super information in myGov.
- Payment summaries will also be in myGov.
- You can check if your super has been paid.
- Your registered tax agent (if you have one, will also be able to access your STP information)

WHAT ARE THE ADVANTAGES OF STP FOR [OUR / OR INSERT YOUR COMPANY NAME HERE] EMPLOYEES?

Once the required information is provided to the ATO, you will be able to see your year-to-date tax and superannuation information online at any time through your **myGov** account by accessing linked ATO online services. While it is not compulsory to have a myGov account, you won't be able to see your year-to-date tax and superannuation information online without one.

If you don't have a myGov account, go to: my.gov.au and 'Create an account'. You can then link to your ATO account (and other Government services).

WHAT HAPPENS WITH YOUR ANNUAL PAYMENT SUMMARIES?

Employers will no longer be required to provide Annual Payment Summaries to employees, as this information will be available via your **myGov** account (via the ATO link). For those who prepare and lodge their own annual tax return, the information previously contained within a 'Payment Summary' will be pre-filled into the ATO's online '**myTax**' service (as it is currently, based on information an employer provides in an annual summary file to the ATO). Registered tax agents will also be able to access this information on your behalf.

For some more information about STP, please visit: [Single Touch Payroll for Employees](#)