

# Single Touch Payroll

## What is Single Touch Payroll (STP)?

Single Touch Payroll is a new, digital way of reporting tax and superannuation information to the Australian Taxation Office (ATO).

STP reporting is a legal requirement that commences 1 July 2019 for small businesses with 19 or fewer employees and micro employers with 1–4 employees.

## How to Report



**Report through your existing payroll or accounting software (check if it is STP enabled).**



**Engage a third party to report on your behalf. This can be a registered tax or BAS agent, or a payroll service provider.**



**Micro employers (1–4 employees) may be eligible to report quarterly through your registered tax or BAS agent until 30 June 2021.**

**Or you can select a no-cost or low-cost software solution. There's a register online at [ato.gov.au/STPsolutions](https://ato.gov.au/STPsolutions)**

## Apply for a deferral

If you know you won't be able to start before 30 September 2019, you or your registered agent must apply to the ATO for a deferral before **30 September 2019**.

To do this:

- log in to the ATO's Business Portal at [bp.ato.gov.au](https://bp.ato.gov.au)
- sign in using your AUSkey or myGov details
- select the 'Manage employees' tab
- under this, select 'STP deferrals and exemptions'
- select the option that suits your needs and fill in your details to submit your request.

In many cases, the ATO will approve your deferral straight away.

## Speak with your staff

Once you begin reporting through STP, let your staff know that they can see their year-to-date tax and super information in ATO online services, which can be accessed through myGov.



## Find Help

Visit [ato.gov.au/STP](https://ato.gov.au/STP) for additional information and resources to help you understand STP and the options available to you.

### Australian Taxation Office

13 28 61

[ato.gov.au/STP](https://ato.gov.au/STP)

### After-hours call back service

6pm–8pm (AEST) Mon–Thurs

13 28 66

[Small Business Assist online booking form](#)