

# What is Single Touch Payroll (STP)?

## Single Touch Payroll (STP)



**Single Touch Payroll (STP)** is an Australian Taxation Office (ATO) system that sends employee payroll information (wages paid, tax withheld, superannuation) to the ATO at the time payroll is processed.

You will need to use STP if you have employees and pay wages.



## Who should use STP?

From 1 July 2022, people who are employing workers using a Withholding Payer Number (WPN) must use STP to do their reporting. Most ABN holders with employees already need to use STP.

### Before STP

At the end of each financial year employers calculate the total amount of their employees' wages; the amount of tax they have withheld; superannuation payments and any other payments or deductions.

Employers would report this to the employee by giving them a Payment Summary and send this information to the ATO.

### After STP

STP enabled software needs to be used by all employers and it will report payroll information to the ATO throughout the year. This means, at the end of each financial year, you will no longer need to give your employee a Payment Summary or send this information to the ATO.



Be A Boss





You can claim the cost of any of these options from your NDIS funding **if** you are self managed or plan managed.



## What do I need to do?

- You will need to start using STP enabled payroll software.

The ATO provide a list of options.



[www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Software-solutions-for-Single-Touch-Payroll/](http://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Software-solutions-for-Single-Touch-Payroll/)

### OR

- You can use a bookkeeper/accountant to do your payroll for you

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