

Preparing for Payroll End of Year 2014

I have just become aware that PAYG Payment Summary Statement (that is prepared as part of the closing the payroll year process), can no longer be sent in via magnetic media. In previous years I have copied it to a CD for clients who have mailed it to the ATO. It now has to be lodged on-line. In order to be prepared for this you need to have the following:

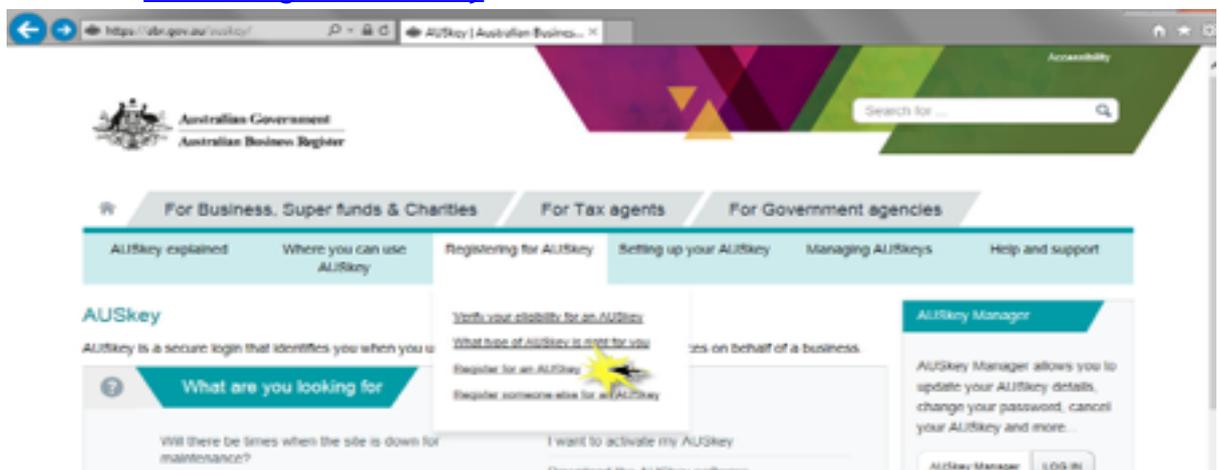
1. An ABN - no problem here
2. An AUSkey. This is a software key that identifies your business and allows access to government online services. You can use it to log in to ATO online services such as the business portals and the Australian Business Register (ABR). You will also be able to use it to lodge reports directly to the ATO. The latter is what we will need to do with the "empdupes" file (as it is called by MYOB). The ATO call it the PAYG Payment Summary Statement.

So, you need to get this AUSkey so that I can complete your end of year payroll process. I got an AUSkey for my own business recently. It took me some time to figure out what to do. I offer clients the following options:

1. I can come and do it for you before I meet you for your payroll turnover. It should not take me very long but I will charge my normal minimum fee.
2. Do it yourself. I have provided the following instructions that should make it much easier than it originally took me to complete my own company file. This included a call to the ATO and MYOB.

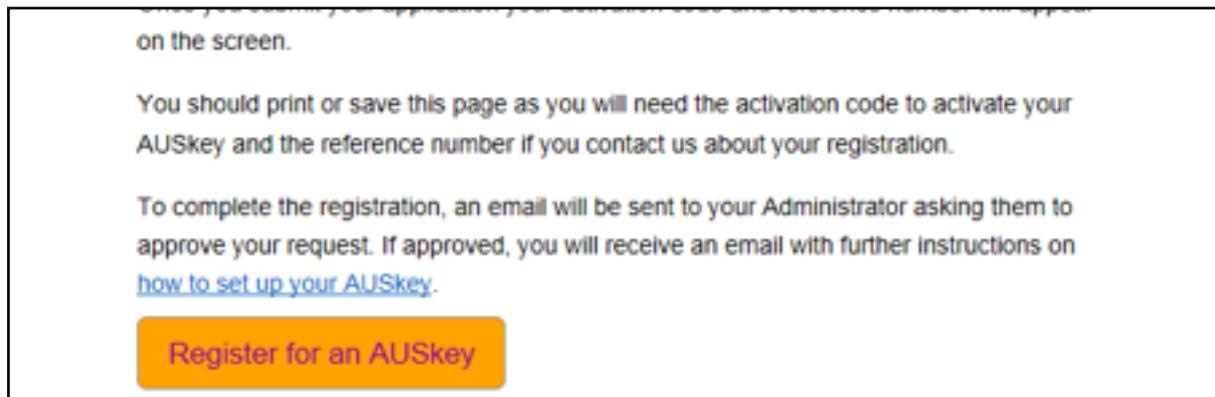
Getting your AUSkey:

1. Go to www.abr.gov.au/auskey



Please note that the web address is to "abr" (Australian Business Register) not "ato". That confused me at first.

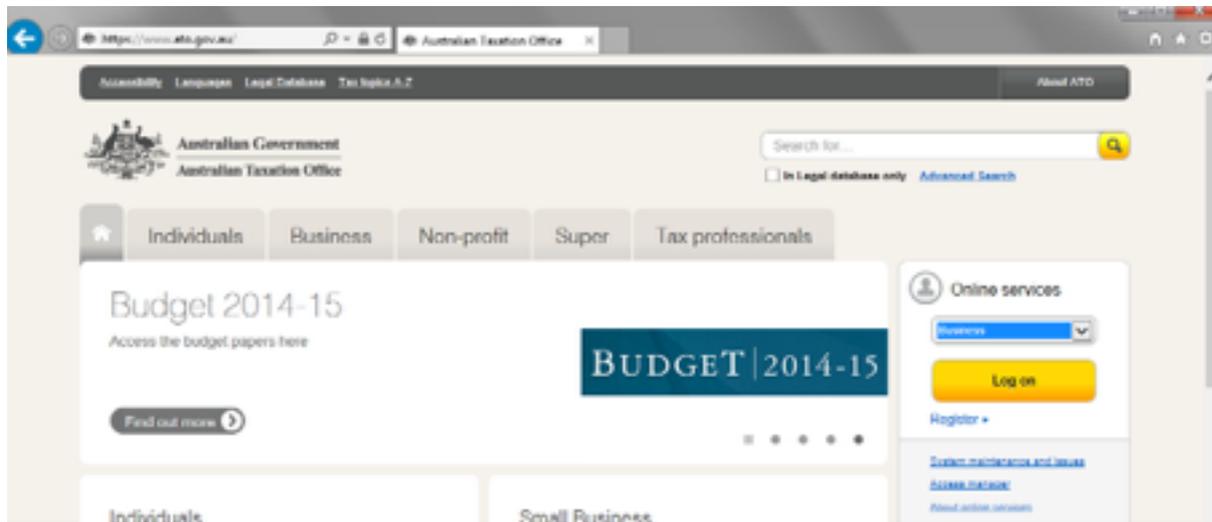
2. Once you have read the page and decided what sort of AUSKey you want, go right to the bottom of the screen to find the Register button.



Note: the person applying for this key must be an “associate of the company”. I was told by the ATO that can be a director or a person who holds a public office. The last screen provides an Activation Code. Make sure you print this page or at least write down the activation code. You will need this to complete the process of activating your AUSKey.

3. Once you have completed the registration you will receive an email with a confirmation of the details of your request. I received my email within minutes of the completion of the application. I was told by the ATO help desk that it could take longer if the company is a Trust. Mine is a Trust but it was nevertheless extremely quick.
4. The email will provide a link to do the following:
 - a. Download and install the **software**. It is important to load the software to the computer that you intend to use for access to the ATO. Your on-line access will **ONLY** work from THAT computer. Software is available for Windows and for Mac. Check that you load the correct one.
 - b. Activate the AUSKey. Go back to the email and click on the same link. This time the link will take you to a page called “Install AUSKey”. Follow the prompts to activate your AUSKey. During the activation you will be asked to:
 - Enter the Activation Code you were provided
 - Confirm your details
 - Enter a password for your AUSKey. Obviously keep this somewhere safe as it will be needed whenever you try to log in.

5. Now we are ready to test out your AUSkey to make sure we can log into the Business Portal from whence your file can be downloaded. Go to www.ato.gov.au



I had to RESTART my computer before the site recognized me. Once logged in successfully you will be ready for me to download the necessary file to the ATO come end of year. No doubt, in the near future, you will need this access for other ATO contacts.

A few other pointers for year end payroll:

- a. Make sure all staff have a Tax File Number.
- b. Make sure all staff have a complete address (including postcode).
- c. Complete your Bank Reconciliation if possible prior to my visit. If that is not possible then please confirm that all wages have been entered into MYOB.
- d. Have copies of your last BAS returns so that we can check how much you have declared as wages and PAYG withholdings against the final Payroll Activity Report. This might save you getting a letter later in the year asking you to explain why your reported data (via BAS) is different to the totals of the Payment Summaries.
- e. Your super percentage must be changed to 9.5 from 1/7/14.