



DSP guide

Using a SSP to meet STP reporting obligations

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For further information or questions, contact the Digital Partnership Office at DPO@ato.gov.au

Version control

| Version | Date | Description of changes |
|---------|------------------|--|
| 1.0 | 6 June 2018 | Initial version |
| 1.1 | 26 February 2019 | Updated to reflect the changes to withholding payer number (WPN) holders lodging via SSPs. |
| 1.2 | 26 July 2019 | Adding the TFND.0005 2019 service to services available for SSPs |

Introduction

Sending Service Providers (SSPs) are considered to be digital service providers (DSPs), which enable other DSPs to transmit data to the ATO via the ATO SBR ebMS3 messaging standard. They carry out the following actions on behalf of another DSP:

1. Facilitate the transformation of Single Touch Payroll (STP) compliant data received from an STP compliant solution.
2. Transmit STP conforming data to the ATO.

This document provides guidance on using a SSP to meet your STP reporting obligations.

Key terms

For the purpose of this document, the following definitions apply.

| Key term | Description |
|---|---|
| Product registration | The process undertaken by DSPs to use ATO digital services in production. The process includes: <ul style="list-style-type: none"> • whitelisting your product for use against a specific service • assessing your product against the requirements as established in the DSP Operational Framework, and • Product verification testing (PVT). |
| Product ID | The value associated with a software product that produces STP Compliant data and must be included in the message sent to the ATO. |
| STP Business implementation guide (STP BIG) | Provides guidance on: <ul style="list-style-type: none"> • the business context surrounding the functionality of the design requirements for STP • how an employer meets their taxation obligations under Division 389 of Schedule 1 to the Taxation Administration Act 1953 – Reporting by employers ('Single Touch Payroll'). |
| STP compliant product | A software product which is developed in compliance with the STP BIG . |
| DSP Operational Framework | Addresses the risks associated with the digital transfer of tax and superannuation related data. The framework outlines |

| | |
|-------------|---|
| | how we will provide access to and monitor the transfer of data to help protect the integrity of the tax and superannuation systems which support the Australian community. |
| ebMS3 | A set of layered extensions to the simple object access protocol (SOAP), providing security and reliability features enabling e-Commerce transactions. The ATO uses the ebMS3 standard. |
| STP reports | The generic name for reporting the submission of either the pay event or update event. |

Services available to SSPs

The digital services available to SSPs are listed in table 1 below.

As PAYEVNT.0002 2017 is now deprecated, this version of the service is no longer available for new SSPs and their DSP clients.

| Business Service | Service Name | Action Name |
|-----------------------------|---|---------------|
| Payroll Event v3 | http://sbr.gov.au/ato/payevnt/2018 | Submit.003.00 |
| Payroll Event v3 | http://sbr.gov.au/ato/payevnt/2018 | Update.003.00 |
| Tax file number declaration | http://sbr.gov.au/ato/afnd/2017 | Submit.004.00 |
| Tax file number declaration | http://sbr.gov.au/ato/afnd/2019 | Submit.005.00 |

Table 1: Services in scope

Using a SSP

If you are planning to use a SSP you will need to:

- ensure your product outputs **STP compliant data**. Work with your SSP to understand the various formats they support
- supply authorisation information to your SSP outside of the business payload
- supply product details (for EVTE and production) for your SSP to include in the Payroll Event (PAYEVNT) message properties of the ebMS3 header
- work with your SSP to complete conformance testing. The type of SSP solution will determine the amount and type of conformance testing required.

A SSP can validate data using schema and validation rules but cannot modify the contents of the data you supply them.

Note:

- Your product should be **STP compliant**.
- [Product verification testing \(PVT\)](#) needs to be completed (if required).
- You will still need to meet the applicable [requirements](#) as established through the DSP Operational Framework.

Output data

We have categorised the output data of a **STP solution** into two groups:

- STP compliant data** - the output from a software solution which complies with the STP BIG. It outputs all necessary data required to meet the schema needs of PAYEVNT. The STP compliant data can be in any proprietary format such as CSV, TXT or XML.
- STP conforming data** - uses STP compliant data to undertake validation using the ATO issued schema and validation rules.

As a SSP cannot modify the data you send to them, you are responsible for creating **STP compliant data**. Throughout the whitelisting process of your product any errors in data will be returned to you to be actioned. You must ensure your product is capable of supporting end users dealing with these errors.

Authorisation information required

To correctly form the PAYEVNT message to send to the ATO, you need to provide your SSP with details which ensure the message remains well formed and authorisations between the sender, intermediary (registered agent or business appointment) and reporting party (employer) are valid.

The diagram below represents all authorisation scenarios currently supported by SBR ebMS3.

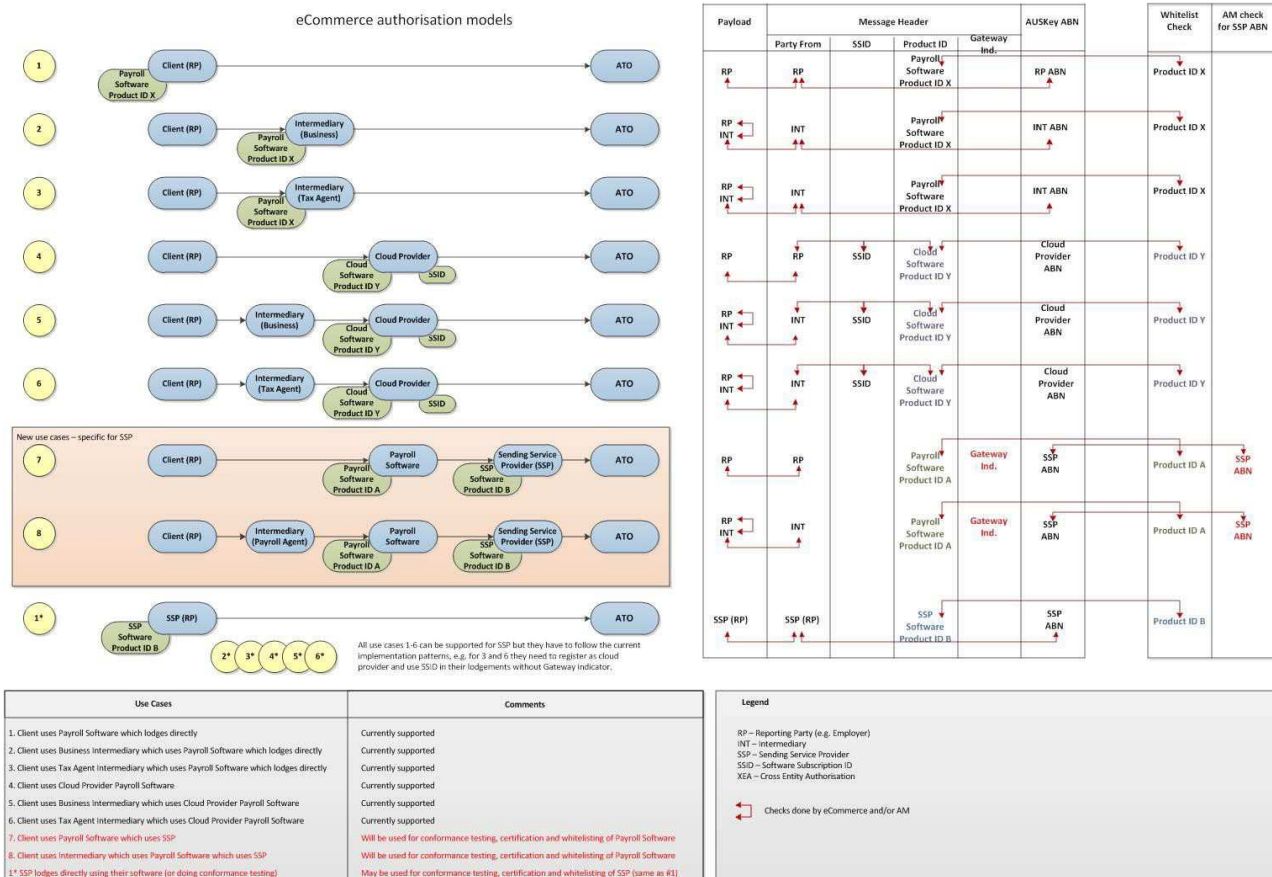


Diagram 1: Supported authorisation scenarios

Authorisation values

To ensure the message passes the correct authorisations, use table 2 below to determine what values you need to make available to your SSP. The 'Comments' section of the table indicates whether you need to arrange for employers or their intermediaries to take further action to set up the authorisations in ATO systems.

| Scenario | Supply following to the SSP | | | Comments |
|--|---|-----------------|-----------------------|--|
| | Value in the XML payload for Business Payload # | Identifier type | Role type | |
| Registered agent number (RAN) is supplied | PAYEVNT65 INT:Registered Agent Number | RAN | Registered Agent | Registered agent will need to already have or establish an authority to act for the reporting party. More information is available at Registered agents providing a payroll service on ato.gov.au. |
| Intermediary (INT) Australian Business Number (ABN) supplied but no RAN | PAYEVNT64 INT:Intermediary ABN | ABN | Business Intermediary | Employer will need to appoint an intermediary to act on their behalf. See Business appointments . The STP reporting permission is called 'Payroll Event form' and is located under the 'ATO transactions' section in Access Manager . |
| No INT supplied and only reporting party (RP) ABN | PAYEVNT2 RP:Payer Australian Business Number | ABN | Business | |
| No INT supplied and only RP WPN | PAYEVNT3 RP:Withholder Payer Number | WPN | Business | |

Table 2: eb:From values for SSPs

Product details

The product details of your STP compliant solution will be used in the ebMS3 header of messages sent by a SSP. This allows the ATO to identify the software source for the business payload in a message and where issues are identified, work with you to address them.

After registering for SBR, you are provided with a product ID for use in EVTE, a different product ID is provided for production. As part of the process to move your service into production, you will need to request to certify your service via the [Certify a service](#) form on sbr.gov.au. The information you supply on this form is required by your SSP. Table 3 below provides a summary of this.

The values associated with connecting your service in production should be provided to your SSP and must be the same as those provided to the ATO.

| eb:property name | Description | Field characteristics |
|------------------|-------------------------------|---------------------------|
| BMS Vendor | Your business or companyname. | VarChar Length: 1 - 50 |

| | | |
|-------------|--|---|
| BMS Name | The specific name of the payroll software that is to be whitelisted. | VarChar Length: 1 - 50 |
| BMS Version | The version number of the software. It can be in a format such as '1.0' or by year. It assists to determine what build version you have whitelisted and undertaken conformance testing and PVT against. | VarChar Length: 1 - 50 |
| Product ID | <p>Provided by the ATO. A different product ID value is provided for EVTE and production.</p> <p>You do not need to request certification of a service for your EVTE product ID. You must request certification of a service for your production product ID.</p> | <p>EVTE – 5 digits</p> <p>Production – 6 digits</p> |

Table 3: Vendor/product registration details for SSPs

EVTE and conformance suite testing

As part of completing EVTE and conformance suite testing, part of product registration, your SSP should provide suitable test end points and demonstrate in EVTE the ability to inject the message properties of your product into the header. The ATO will be evaluating the header details to confirm DSP message properties are being sent correctly by the SSP.

Depending on the SSP solution you are using, the level and type of conformance suite testing will change. For example:

- if your SSP is undertaking all schema and validation checks, you may only be able to complete conformance suite testing for positive scenarios.
- If your SSP is transporting the message and you are undertaking all schema and validation rule checking, you will need to ensure a greater range of testing is demonstrated.

Technical support

If issues are identified in PAYEVNT messages sent to the ATO from the SSPs Sender Auskey the:

- ATO will work with the SSP and DSP to identify the issues and assist with resolution.
- owner of the product ID or the reporting party (employer) included in the PAYEVNT message will be contacted where the business content may not be considered compliant or if they are responsible for schema and validation rule implementation.

SSPs will need to manage and ensure all message responses are pulled and forwarded on to their customers.

Frequently Asked Questions

| # | Question | Answer |
|---|--|---|
| 1 | Who is the software provider sending the request when a SSP is involved? | The payroll software provider. Their product ID will be supplied to the ATO which will be used to determine what software is being used to generate STP reports. |
| 2 | Can an Online (Cloud) service provider (DSPs using ATO Cloud Authentication and Authorisation) use a SSP to send the message to the ATO? | No, a SSP cannot act on behalf of an ATO approved OSP. Where the business model requires a Cloud authentication and authorisation (CAA) solution, the SSP will be required to undergo that approval process. |
| 3 | Can a PAYEVNT message be lodged for a WPN only employer where there is no registered agent involved? | Yes, WPN holders can lodge via a SSP without needing to use a registered agent. Note that PAYEVNT.0002 2017 will not be updated to support this. |
| 4 | What conformance suite testing must a DSP complete to get their product whitelisted? | <p>The PAYEVNT Conformance suite has been designed to cover a range of situations a DSPs product must be capable of handling. This includes all types of error responses, excluding authorisation errors.</p> <p>Your solution must be capable of handling the following error responses from (whether returned directly to them through an API or indirectly via another means):</p> <ul style="list-style-type: none"> • Invalid schema • Validation rules. • A partial file rejection (2018 version only) • Parent record rejecting only • Child record/s rejecting only. <p>Depending on your solution, not all conformance suite scenarios will need to be completed, however you will need to work with your SSP to ensure all tests required are completed.</p> <p>It is expected that a SSP will assist a DSP (if they are using a SSP) in addressing ebMS3 standard errors such as message not available for pulling, authorisation and system outages.</p> |

More information is available on the [STP Sending service provider](#) page.