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**Our Reference:** Single Touch Payroll  
<Letter Date>

## It's time to get ready for Single Touch Payroll

- › Single Touch Payroll online reporting starts on 1 July 2018
- › Review your current payroll processes

To whom it may concern,

From 1 July 2018, if you have 20 or more employees, you'll need to use Single Touch Payroll-enabled software to report your tax and super information to us.

You'll need to report the following on or before your payroll pay day:

- › employee payments such as salaries and wages
- › pay as you go (PAYG) withholding
- › super information.

[Insert for 15-30 segment]<To find out if you need to report through Single Touch Payroll, you'll need to do a headcount of the number of employees you have on 1 April 2018.>

You can also ask a third party – like a payroll service provider or tax professional – to report for you if they use Single Touch Payroll-enabled software.

### What's changing?

- › You may not need to provide payment summaries to your employees at the end of financial year when you report through Single Touch Payroll.
- › Your employees will be able to see their year-to-date tax and super information through myGov.
- › In the future, Single Touch Payroll information will be used to prefill your activity statement.

### What you need to do

- › Talk to your payroll software provider to find out when your Single Touch Payroll-enabled software will be ready.
- › Ask your tax professional or payroll service provider how to get ready.
- › Review your current payroll processes to see if they can be updated.
- › Start developing an implementation plan.

Yours faithfully,

<Deputy Commissioner's Name>  
Deputy Commissioner of Taxation

#### NEED HELP?

Visit our website at  
<[ato.gov.au/contactus](http://ato.gov.au/contactus)>

#### FIND OUT MORE

Visit our website at  
<[ato.gov.au/singletouchpayroll](http://ato.gov.au/singletouchpayroll)>  
> to find out more about:

- › how to get ready, including checklists and videos
- › upcoming Single Touch Payroll events
- › how to ask for more time if you won't be ready by 1 July.