



# RevNet

## Stamp Duty

# Guidelines Booklet

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This booklet has been designed to inform RevenueSA clients using the Stamp Duty and Stamp Duty Opinions section of RevNet of their responsibilities and sets out the guidelines relating to various tasks.

Updates to this booklet will be released as complete replacement versions and will be published to RevNet. It is the responsibility of each user to ensure that they are utilising the most recent version of the RevNet Stamp Duty Guidelines Booklet.

Queries about this Guidelines Booklet can be directed to RevenueSA on telephone number (08) 8207 2333.

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## 1. Introduction

RevNet has been developed by RevenueSA to give you the ability to stamp documents, calculate the associated fees and make payment electronically (over the Internet) within your own office.

It is important that all users of RevNet are familiar with and abide by:

- the terms and conditions in the Approval of a Special Tax Return Arrangement document (“The Approval”);
- the RevNet Terms and Conditions; and
- the guidelines set out in this booklet.

## 2. Access to RevNet

There are two different levels of RevNet access available to you:

- Administrator
- General User

### ***Administrator***

A RevNet Administrator is responsible for:

- Adding General Users and maintaining user details (including creating and resetting user’s passwords).
- Controlling the level of access granted to a General User (eg. determining if they should have the ability to confirm documents, submit and re-set batches).
- Ensuring all General Users are appropriately trained in the use of RevNet.
- Ensuring that RevNet access is revoked for General Users that are on extended leave, have left the organisation, or no longer need access to RevNet.
- Maintaining default bank account, branch and party information.

Details on how to add and maintain General User information is available via the Online Help in RevNet.

As part of the application process to use RevNet, your organisation nominated certain people as RevNet Administrators. Any changes to these nominated Administrators must be advised to RevenueSA within 14 days via the Change to RevNet Administrator Notification Form. This form is available via the RevenueSA website at [www.revenuesa.sa.gov.au](http://www.revenuesa.sa.gov.au).

## **General User**

Access for General Users is established and maintained by the RevNet Administrator for your organisation.

General Users can perform the following functions in RevNet:

- Create a new batch
- Restart an existing batch
- Add a document to a batch
- Batch enquiries
- Document enquiries
- Delete a document
- Void a document

In addition, the General User may have access to perform the following functions, depending on the level of access granted to them by their RevNet Administrator:

- Confirm a document
- Submit a batch
- Reset a batch
- View Opinion Assessments / Requisitions

## **3. RevNet Documents**

All documents eligible for stamping via RevNet are available to you via the Document Menu. A full list of these documents is available via the RevenueSA website. No *pro forma* documents need to be submitted to RevenueSA for approval.

A Stamp Duty Document Guide (Self-Determined) is available for all RevNet documents to help you select the appropriate document heading and to ensure that the correct stamp duty liability is calculated. The Stamp Duty Document Guide (Self-Determined) is available within the RevNet Online Help and the RevenueSA website. This Guide does not over-ride the legislative provisions of the *Stamp Duties Act 1923* or the *Taxation Administration Act 1996*, nor does it replace the Commissioner's Circulars.

Should you have any difficulties determining whether the document can be stamped via RevNet, please contact the RevNet Helpline on (08) 8207 2333 during business hours (Monday to Friday, 8.30 am to 5.00 pm).

If the document you are stamping does not meet the criteria stated in the Stamp Duty Document Guide (Self-Determined), or cannot be found in the document menu, it must be lodged for the Opinion of the Commissioner of State Taxation.

A copy of the stamped document, together with all statutory declarations and any supporting evidence which assisted in determining the amount of stamp duty payable, must be kept by your organisation for audit purposes. This information must be made available to an officer of RevenueSA on request for a period of five (5) years after the document has been stamped. Refer to the Stamp Duty Document

Guide (Self-Determined) for more information regarding the documentation that must be retained for audit purposes.

## 4. Stamping Options

RevNet provides two stamping options:

- self inking rubber stamp; or
- electronic slip printer.

The RevNet stamp must only be used by those persons that have been nominated as authorised RevNet users (i.e. RevNet Administrator or General User).

RevenueSA will provide one self-inking rubber stamp free of charge to all approved clients. Additional stamps are available and must be ordered through RevenueSA. A fee applies for each additional stamp purchased. To apply for additional stamps, you must complete the Additional Stamp Request Form that is available on the RevenueSA website at [www.revenuesa.sa.gov.au](http://www.revenuesa.sa.gov.au) and forward it to RevenueSA.

An electronic slip printer can be used for stamping documents in RevNet. The purchase, installation and maintenance of the slip printer is your responsibility. We will provide you with the appropriate files via RevNet for downloading onto your PC to enable the slip printer to operate with RevNet.

If you wish to use an electronic slip printer for stamping documents in RevNet, then the details about the slip printer are below:

Model:                   Epson Slip Printer – Model TM – U295.

Cost:                     Approximately \$1,000. Please confirm cost with the supplier at time of ordering your printer.

Please contact RevenueSA on (08) 8207 2333 if you require further information about the slip printer.

## 5. Stamping of Documents

Every RevNet user is responsible for ensuring documents are stamped immediately after the fees have been confirmed and accepted by the user within RevNet.

Whether using a rubber stamp or electronic slip printer, the positioning of the stamp will vary depending on whether the document is a Lands Titles Registration Office Panel form or not.

### ***Lands Titles Office Panel Forms***

Where the document is a Lands Titles Office Panel form the stamp must be placed on the right hand side of the back page of the form in the space titled “Below this line for Office and Stamp Duty purposes only”. Where the stamp does not fit on the back page of the form, the stamp will need to be fixed in an appropriate place on the

inside/front of the form and should be done in such a way so as to obscure as little printed information as possible.

**Non Lands Titles office Panel Forms**

Where the document is not a Lands Titles Office Panel form the stamp must be placed in the top right hand corner of the document or as near as possible to the top right hand corner of the document so that details are easily read. If the first page of the document is completely filled with stamps, the second page may be used in the same manner as the first page. Note, when placing the stamp try to obscure as little of the printed information as possible.

If using a rubber stamp, you must copy the stamping details from the Calculation Confirmation Screen onto the appropriate fields in the stamp. You must also initial and date the stamp. A description of each of the fields on the stamp are as follows:

Stamp Attribute	Description
©	Production of stamp cannot be performed by another party other than RevenueSA.
RevNetID/PRA Bundle No.:	Unique document identifier. RevNetID from RevNet or the PRA Number/RevNet ID for PRA documents. The PRA number comprises of the 9 digit bundle number attached to the PRA Cover Sheet, followed by a slash (/) and the transaction number of the document in the batch. eg. The first document in the batch will have a transaction number of "1", resulting in a PRA number of "bundle number/1" ("999999999/1").
Orig/Copy ___ of/with ___ copies	The particular document being stamped can be identified as a copy or an original (eg. Original with 2 copies, Copy 1 of 2 and Copy 2 of 2). Document Code can be written in the blank field on the stamp after the word "copies".
Consideration/Value/ Security: \$	Dutiable Value / Total Security.
SA Proportion (if applicable): \$	SA portion of security. Only required for limited number of documents.
SD: \$	Stamp Duty paid for document.
LTO fees: \$	LTO fee paid for document
Int: \$	Interest paid for document
Pen/Add Tax: \$	Penalty or Additional Tax paid for document
Signature:	Signature of person completing stamp
Date:	Date stamp completed (ie. date document confirmed).

## **6. Security of Stamp**

You must ensure that the rubber stamp is not accessed or used by any person without appropriate authorisation.

You must ensure the stamp is stored in a secure environment and not used in any area that is accessible by members of the public.

If the stamp is lost, misplaced or used in a manner not in accordance with The Approval, you must notify RevenueSA in writing immediately.

For further details in regard to the stamp, please refer to The Approval.

## **7. Processing Documents/Batches in RevNet**

The flow chart in Appendix 1 describes the steps in creating and submitting batches of documents via RevNet.

## **8. Voiding Documents/Cancelling Stamps**

There may be instances when the stamp needs to be cancelled. Some reasons for this may be:

- settlement did not proceed
- the wrong document was stamped
- the incorrect details were written on the stamp (rubber stamp)

Where a document has been voided via RevNet, and the document has been stamped, the user must cancel the stamp on the document immediately after voiding the transaction on RevNet. The stamp can be cancelled either by:

- Using an inked stamp titled “cancelled”. The user must initial and date the stamp.
- or
- Drawing two red lines through the stamp and writing “cancelled”. The user must initial and date the cancellation.

You must always take copies of cancelled stamps and keep them in a separate folder for auditing purposes.

If the batch has been submitted to RevenueSA via RevNet and the transaction does not proceed, normal refund procedures will apply. You will need to submit a written application to the Commissioner of State Taxation detailing the reasons why the error occurred or a refund is requested.

Opinion documents that have been paid for and stamped via RevNet where the transaction does not proceed, cannot be voided via RevNet and normal refund procedures will apply.

## **9. Payment for Batches / Bundles**

Stamp duty and/or other government fees (ie. Lands Titles Office fees) are paid by a customer initiated direct debit from a nominated bank account upon RevenueSA receiving a batch of transactions. An Electronic Payment Authorisation ("EPA") form needs to be lodged with RevenueSA for all accounts you wish to use in paying for RevNet batches/bundles. Your organisation would have completed this as part of the application process.

The user will initiate debiting of accounts for the total amount of fees and stamp duty for the submitted batch / stamped bundle. RevenueSA will not independently access client's bank accounts. Bank account details will be held in a secure environment within RevenueSA's internal database and will not be transferred across the Internet. If the funds for the batch are not in the nominated bank account, you are responsible for paying all transaction/error fees that are charged by the financial institution.

Batches are to be submitted to RevenueSA within nine (9) calendar days (or other period as determined by the Commissioner) of being created. Upon submission of the batch via RevNet the funds to cover the total fees calculated in that batch will be debited from the nominated bank account.

If the batch has not been submitted within nine (9) calendar days (or other period as determined by the Commissioner), the batch will become overdue and no new documents can be added or new batches created in RevNet until the overdue batch has been submitted to RevenueSA via RevNet.

## **10. Interest, Penalties or Additional Tax**

A document executed in South Australia must be stamped within two months after its execution. If the document is executed outside South Australia, it must be stamped within two months after its receipt in South Australia or within six months after its execution, whichever period expires first.

Documents executed outside of these periods, will incur interest and penalty or additional tax. These documents can be stamped via RevNet. RevNet will calculate the interest, penalty or additional tax for you.

If you disagree with the amount of penalty, interest or additional tax charged for a document, RevNet provides a facility for you to dispute these amounts. When disputing the interest, penalty or additional tax you will need to provide to RevenueSA a detailed explanation as to why you consider these amounts should be reduced or remitted.

## 11. Opinion Process

Some documents will still require an Opinion of the Commissioner of State Taxation (“Opinion”). However, documents that are lodged for Opinion, which can be processed via RevNet, will not receive priority and will take longer to process than documents that are required to be submitted for Opinion.

If you would like the ability to view assessments/requisitions and view, pay for and stamp opinion documents via RevNet, you need to complete an Approval of a Special Tax Return Arrangement (for RevNet Stamp Duty Opinions component).

A Stamp Duty Document Guide (Opinions) provides further information on documents that must be lodged and any corroborating evidence required.

For further information on the RevNet Opinions functionality please refer to the RevenueSA website at <http://www.revenuesa.sa.gov.au/revnet/revnetopinionsappkit.pdf>

## 12. Help

A RevNet Stamp Duty User Guide has been developed to assist you in using the Stamp Duty and Stamp Duty Opinions section of RevNet and details how to perform the functions available in the system. It is assumed that each user has web browser experience and knowledge of stamp duty documents prior to using RevNet. This guide is available via the Online Help in RevNet.

A Stamp Duty Document Guide (Self-Determined) is available for all non-Opinion documents to help you select the appropriate document heading and to ensure that the correct stamp duty liability is calculated. This guide is available via the Online Help in RevNet or the RevenueSA website. This Guide does not over-ride the legislative provisions of the *Stamp Duties Act 1923* or the *Taxation Administration Act 1996* nor does it replace the Commissioner’s Circulars.

Telephone assistance is available by ringing the RevNet Helpline on (08) 8207 2333 during business hours (Monday – Friday 8.30 am to 5.00 pm).

## 13. Periodic Return Arrangement

The Periodic Return Arrangement (PRA) is a manual, paper-based system which provides you with the facility to continue to stamp documents in-house should access to the Internet or RevNet be unavailable for an extended period. The flow chart in Appendix 2 of this document can be used to assist you in determining whether it is necessary for you to utilise the PRA system.

As with RevNet, documents stamped via PRA are done so within batches of up to 100 documents per batch. Each batch of documents is assigned a “bundle number”. This bundle number is used to identify the batch and is also contained within the PRA/RevNet ID for each document. RevenueSA supplies you with an initial set of PRA bundle number stickers upon registering you for RevNet. When this supply starts to run low, please contact RevenueSA for additional PRA bundle number stickers. Please note, PRA bundle numbers must not be duplicated. Additional supplies of the PRA Cover Sheet and PRA Document Details forms can be obtained

by photocopying the blank forms. They are also available from the RevenueSA website.

**Note:** Documents where interest, penalty and/or additional tax applies cannot be stamped via PRA.

### ***Stamping Documents using PRA***

A PRA Cover Sheet must be completed for each batch of documents stamped via PRA. A PRA bundle number sticker is to be affixed to the top right hand corner of the Cover Sheet.

A PRA Document Details Form is to be completed for each document stamped via PRA. The PRA Document Details Form contains the same fields as in RevNet. Complete the details on this form as applicable for the type of document being stamped. A PRA/RevNet ID must be assigned to each document. This number comprises of the 9 digit PRA bundle number attached to the PRA Cover Sheet, followed by a slash (/) and the transaction number of the document in the batch. eg. The first document in the batch will have a transaction number of "1" resulting in a PRA/RevNet ID of "bundle number/1" ("999999999/1"). The second document in the batch will have a transaction number of "2" ("999999999/2") and so on. The PRA/RevNet ID replaces the RevNet ID generated by RevNet, therefore it is vital that no two PRA/RevNet ID's are the same and documents stamped in a PRA batch are allocated transaction numbers in strict sequential number order.

To calculate the stamp duty payable on documents stamped via PRA, you will need to refer to the rates charts published on the RevenueSA website or by contacting RevenueSA on (08) 8226 3750.

Once you have completed the Document Details Form and calculated the fees payable, stamp the document with the rubber stamp and complete the stamp information as detailed in Section 5 of this booklet, ensuring that the full PRA/RevNet ID (bundle number/ transaction number) is recorded on the stamp in the RevNet ID/PRA Bundle No section.

### ***Entering PRA documents into RevNet***

Documents stamped via PRA **must be entered into RevNet and the batch submitted within 9 calendar days of the PRA batch being created.** PRA batches and documents are entered in RevNet in the same manner as for normal RevNet documents, However there are a few important points to note:

- The **PRA Bundle Number** applied to the PRA Cover Sheet, **must be entered and saved on the Review Batch screen at the time of batch creation** in RevNet.
- A PRA Batch must only contain documents processed under a particular PRA Bundle Number. Separate batches need to be created for each PRA Bundle Number.
- Documents must be added to the RevNet Batch in the same order as they were added to the PRA Batch. ie. in transaction number order. This is to ensure that RevNet ID generated by RevNet is the same as the PRA/RevNet ID you assigned to the document.
- If you applied the stamp to the document during the PRA process, then **do not** apply an additional stamp after entering the details in RevNet.

- Documents stamped via PRA and subsequently voided, must still be entered and voided in RevNet.

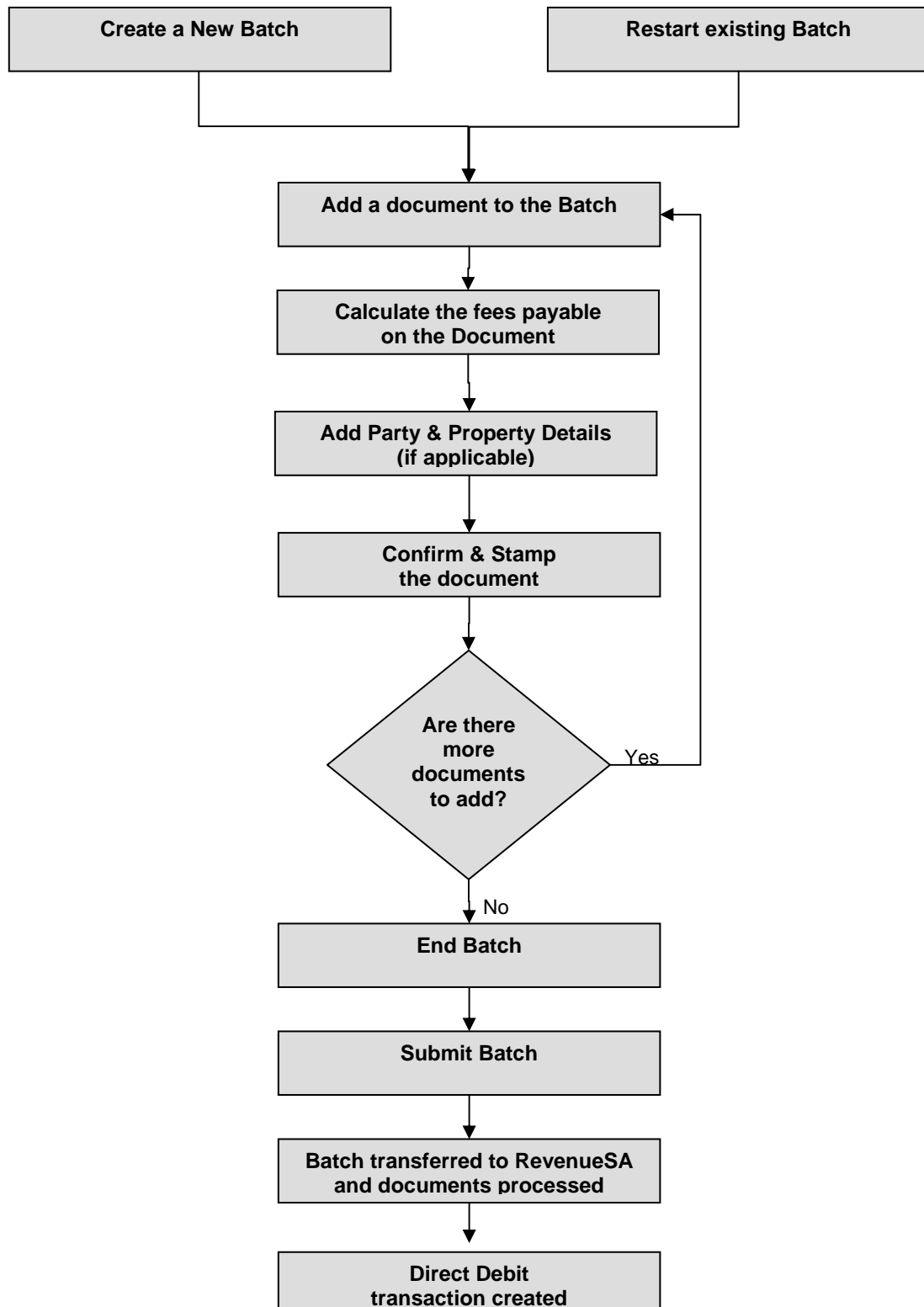
Please refer to the RevNet Stamp Duty User Guide, available via the Online Help, for further details on processing PRA documents in RevNet.

Completed PRA Cover Sheets and Document Details forms are to be retained by you for audit purposes.

If, after 9 calendar days, your access to RevNet is still unavailable, then forward the completed PRA Cover Sheet and Document Details Forms to RevenueSA, GPO Box 1353, Adelaide SA 5001, for processing.

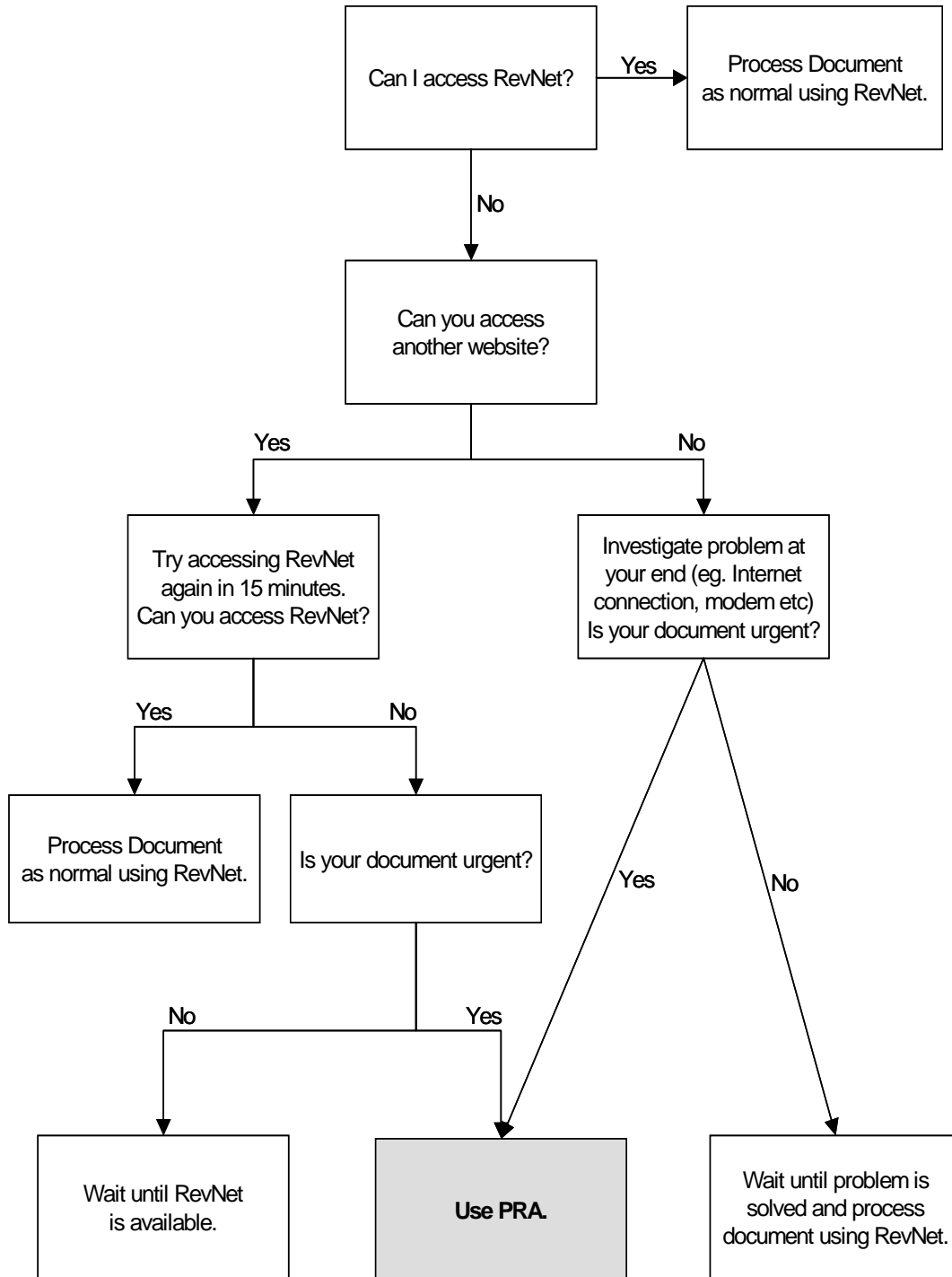
## Appendix 1

The flow chart below represents the steps in creating and submitting batches of documents via RevNet.



**Appendix 2**

**Should I use the Periodic Return Arrangement (“PRA”)?**



**Appendix 3**

The flow chart below represents the process in lodging opinion documents for assessment to RevenueSA and paying and stamping those documents via RevNet.

