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Stamp

The **Stamp** page is where you can access the stamp information for the document and authorise payment (where applicable).

Stamp Details

Document Id:	200007907	
No. Copies:	1	
Dutiable Value (\$):	523,600	<a href="#">i</a>
Stamp Duty (\$):	22,628.00	
LTO Fees:		
Interest (\$):	0.00	<a href="#">i</a>
Penalty (\$):	0.00	<a href="#">i</a>
Foreign Ownership Surcharge (\$):	0.00	<a href="#">i</a>

Stamp

Use the rubber stamp you were issued when you were approved for electronic lodgement to stamp your document. Copy the details displayed on the screen to the appropriate description on the stamp.

The screenshot shows the 'Stamp Details' page with the following data:

Document Id:	200012326	
No. Copies:	0	
Dutiable Value (\$):	185,000	<a href="#">i</a>
Stamp Duty (\$):	6,230.00	
LTO Fees:		
Interest (\$):	0.00	<a href="#">i</a>
Penalty (\$):	0.00	<a href="#">i</a>
Foreign Ownership Surcharge (\$):	0.00	<a href="#">i</a>

**Callouts:**

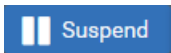
- Suspend and pay later** (points to the Suspend button)
- Complete and pay now** (points to the Complete/Pay button)

**Note:** At this stage you have all details required to stamp your document and attend settlement. If you are not ready to make payment you can Suspend this document. You have 9 days (from creation of this document) to return to this screen and authorise payment (Complete/Pay).

**Bottom Note:** Please Note: Your document has been confirmed and can now be stamped. To return and pay later select Suspend or make payment now select Complete/Pay.

**Buttons:** Suspend, Void, Back, Complete/Pay

## Suspend

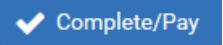


If you are not yet ready to authorise payment of this document you can elect to **Suspend**. **Suspend** will save the document in a **Confirmed** status, accessible from your **In Progress** menu.

At a later date, for example post settlement and once funds are cleared, you can return to a suspended document to complete and authorise payment.

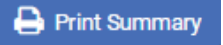
A document can remain confirmed/suspended for a period of 9 calendar days from the date of creation. After 9 days the document will become overdue.

## Complete/Pay

Clicking the  button will finalise a document, changing the status to **Complete** and moving the document from the **In Progress** menu to the **All** menu.

**Selecting **Complete/Pay** will also authorise any associated funds to be debited from the bank account nominated on **Payment Details** page.**

## Print Summary

Once a document is completed you may choose to print a PDF summary of your document. To do so click the  button.