

The opinion process is different depending on whether the transaction is reportable for Commonwealth Reporting.

Further information can be found on the [Commonwealth Reporting](#) page of RevenueSA's website.

## Commonwealth Reporting Transactions

### Is the transaction reportable to Commonwealth?

No	Yes
<p>You are not required to complete a Workspace.</p> <p>You can <i>commence</i> the self-determination process.</p> <p>You will be required to select the document type that you think is most applicable and enter some basic data in relation to the transaction, including the title reference (if applicable) and party data, as well as flagging whether it is an eConveyancing transaction.</p>	<p>You are required to complete a workspace in the Portal, prior to being able to process the self-determination. You can do this at the time of self-determination process, however you are encouraged to start the workspace earlier in the process to ensure all data is available.</p> <p>For reportable transactions you will be required to select the Workspace that relates to the document being self-determined. The data from the workspace is populated in the document. If you need to edit any of this data prior to confirming the self-determination for assessment then you are required to do so in the Workspace.</p>

## Self-Determination

As you navigate throughout the process an onscreen progress bar will track your progress. You are able to exit at any time and resume the document later. The Self-determination will be saved as a draft and stored in the **Draft** menu item for Self-determination.

You are encouraged to upload as much supporting documentation, such as a copy of the contract, as you deem relevant. This will minimise the amount of contact required in the event of a Compliance Audit. This step is however entirely optional for self-determination processing.

See the [Stamp Duty Document Guide \(Self-Determined\)](#) for examples of supporting documentation.

Once you click **Confirm** on the self-determination you will be able to stamp the document. Ending the document will then finalise the process and initiate the payment for all fees associated with the document, including LTO Fees (if selected).

As you navigate throughout the process an onscreen progress bar will track your progress. **Help is available by** selecting the *Help* menu item which will return system help specific to where you are in the progress bar.

### **Who can I contact if I need help with my self-determination document processing?**

Please contact Rev Support via email or telephone.

Email: [revsupport@sa.gov.au](mailto:revsupport@sa.gov.au)      phone: (08) 8207 2333

Please also refer to the RevenueSA Online [Frequently Asked Questions](#) page and [Stamp Duty Document Guide \(Self-Determined\)](#) for further information.