

## RevenueSA Online Payroll Tax Electronic Payment Authority Application

Use this application to apply for authorisation to access and utilise the Payroll Tax Electronic Payment Authority component of RevenueSA Online.

Complete all sections of this application and submit to RevenueSA (contact details at the bottom of this application). Please allow two weeks for this application to be processed.

### APPLICANT DETAILS

**Client Name**

**ABN**  **RevenueSA Client No.**

**Email**

**Telephone**

### DETAILS OF ACCOUNT TO BE DEBITED

**Name of Financial Institution:**

**Branch:**

**BSB No:**  -  this **must** be six (6) digits.

**Account No:**  **cannot** be more than nine (9) characters

**Account Name:**

**Note:** Please ensure the account and BSB numbers that you are providing are correct. Direct Debiting is not available on a range of accounts. If in doubt, please check with your financial institution.

**Account Description:**  **cannot** be more than eight (8) characters

**Note:** The account description will be displayed in RevenueSA Online to identify the bank account. For example, if you bank with the CBA and elect to pay from your trust account your account description could be CBATRUST.

**Your bank account number will not be displayed in RevenueSA Online for security reasons. Your account details (e.g. BSB, A/C no.) will not be transferred across the internet.**

### AUTHORISATION

On behalf of the Applicant, I;

- authorise this direct debit request, whereby **RevenueSA, User ID No. 513142** will debit RevenueSA Online initiated payments from the bank account identified above through the Bulk Electronic Clearing System (BECS).
- request approval pursuant to Part 6 of the *Taxation Administration Act 1996* to lodge returns and/or payments electronically.
- acknowledge and agree to abide by the **RevenueSA Online Payroll Tax Electronic Payment Authority Terms and Conditions** and the **Electronic Payment Authority (Direct Debit) Service Agreement** enclosed.

*To be signed by the authorised account signatory/ies*

<b>Full Name</b>	<input type="text"/>	<input type="text"/>
<b>Telephone</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Position Held</b>	<input type="text"/>	<input type="text"/>
<b>Signature</b>	<input type="text"/>	<input type="text"/>
<b>Date</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <b>2</b> <input type="text"/> <input type="text"/> <b>0</b> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <b>2</b> <input type="text"/> <input type="text"/> <b>0</b> <input type="text"/> <input type="text"/>

### Further Information

**Postal** Payroll Tax  
RevenueSA  
GPO Box 1353  
ADELAIDE SA 5001

**Telephone** (08) 8204 9880

**Email** payrolltax@sa.gov.au

**Website** www.revenuesa.sa.gov.au

## Part 1 SCOPE OF APPLICATION

The Applicant as specified on the **RevenueSA Online Payroll Tax Electronic Payment Authority Application** (the "Application"), hereby applies for authorisation to access and utilise the Payroll Tax Electronic Payment Authority component of RevenueSA Online.

The Application is subject to the execution of the Application and the Applicant agreeing to all the terms and conditions referenced or detailed below and is further subject to the provisions of the *Taxation Administration Act 1996* and the *Payroll Tax Act 2009*.

## Part 2 DEFINITIONS

<b>Administrator Access</b>	a level of access to RevenueSA Online that includes access to specific security related functions.
<b>Application</b>	means the document by which the Applicant seeks authorisation to access and utilise the RevenueSA Online Payroll Tax Electronic Payment Authority.
<b>Applicant</b>	means the person applying for authorisation to access and utilise the RevenueSA Online Payroll Tax Electronic Payment Authority via the Application.
<b>Commissioner</b>	means the person appointed or acting as the Commissioner of State Taxation and includes a person appointed or acting as a Deputy Commissioner of State Taxation.
<b>General Access</b>	a level of access to RevenueSA Online which enables the performance of core business functions only.
<b>Person</b>	means a natural person, or any incorporated body.
<b>RevenueSA</b>	means RevenueSA, Department of Treasury and Finance, South Australia.
<b>RevenueSA Online</b>	means the service made available by RevenueSA at <a href="http://www.revenuesaonline.sa.gov.au">www.revenuesaonline.sa.gov.au</a> which is subject to the terms and conditions as set out in Part 3 of this Application Terms and Conditions.

## Part 3 REVENUESA ONLINE TERMS AND CONDITIONS

The Application in relation to the use of RevenueSA Online is subject to the following terms and conditions prescribed by the Commissioner:

- The method of payment under the Application shall be in the form of an electronic payment from an account nominated by the Applicant.
- Access to use RevenueSA Online will not be granted until at least one valid account is nominated by the Applicant for the purpose of payment by electronic debit and the necessary details are provided in writing to the Commissioner for direct debiting to occur.
- The Applicant must ensure that sufficient funds are available in the account nominated by that person for the purpose of any payment required to be made by the Applicant via RevenueSA Online.
- Any fees or charges incurred by the Applicant or the Commissioner due to the absence of sufficient funds in the nominated account required to pay the appropriate amount are the responsibility of the Applicant.
- The Applicant must notify the Commissioner immediately in writing if any of its banking/account details change in relation to a payment via RevenueSA Online.

- The Applicant must have nominated at least one natural person to be granted Administrator Access to RevenueSA Online for the purposes set out in this Application. Only the natural person(s) nominated by the Applicant (or by a subsequent Change to RevenueSA Online Administrator Notification Form) are authorised to have Administrator Access to RevenueSA Online for the purposes set out in this Application Terms and Conditions.
- All natural persons authorised by the Applicant to utilise RevenueSA Online for the purposes set out in this Application shall have General Access to RevenueSA Online in relation to the Payroll Tax Electronic Payment Authority.
- The Applicant must ensure that all natural persons given Administrator Access or General Access to RevenueSA Online under this Application or in the future, read, understand, and agree to the requirements set out in the Application Terms and Conditions.
- The Applicant shall advise the Commissioner immediately in writing if any changes are required in relation to the natural persons nominated to have Administrator Access as specified in the Application.
- It is the responsibility of the Applicant to ensure access privileges (Administrator Access and General Access) to RevenueSA Online are used responsibly and only in the manner set out in this Application. Access privileges must be revoked immediately for any natural person who is leaving the employment of the Applicant, is taking leave for any extended period of time, or is not using RevenueSA Online responsibly or in the manner set out in this Application.
- The authorisation to use RevenueSA Online resulting from this Application is not transferable and shall not pass by operation of law or otherwise to any successors in title to the business of the Applicant.
- The Applicant shall notify the Commissioner in writing within fourteen (14) days providing full details of any change in any of the following:
  - registered office of the Applicant;
  - registered name or business name of the Applicant;
  - principal place of business of the Applicant;
  - name or names under which the Applicant carries on business; and
  - ownership, either beneficial or legal of a majority of the issued shares of the Applicant (if applicable).

## Part 4 VARIATION OR CANCELLATION OF AUTHORISATION

- The authorisation to access and utilise RevenueSA Online provided by the Commissioner and the terms and conditions agreed to by the Applicant in relation to that access and utilisation as set out in the Application and the Application Terms and Conditions can, at any time, be varied or cancelled by the Commissioner by way of written notice to the Applicant or by notification via the messaging facility on the RevenueSA Online website.
- A decision by the Commissioner to vary or cancel the authorisation is made at the Commissioner's absolute discretion.
- An Applicant may apply to the Commissioner in writing seeking a variation of the authorisation, however approval of any such variation is at the absolute discretion of the Commissioner.

## Part 5 REVENUESA ONLINE TERMS OF USE

The Application and access to the RevenueSA Online website are also subject to the RevenueSA Online Terms of Use accessible at: [www.revenuesa.sa.gov.au/services-and-information/revenuesa-online/terms-of-use](http://www.revenuesa.sa.gov.au/services-and-information/revenuesa-online/terms-of-use)

# ELECTRONIC PAYMENT AUTHORITY (DIRECT DEBIT) SERVICE AGREEMENT

This is your Electronic Payment Authority (Direct Debit) Service Agreement with RevenueSA. It explains what your obligations are when entering into an Electronic Payment Authorisation (EPA). It also details what our obligations are to you as your Electronic Payment Authorisation provider. Please keep this agreement for future reference.

### Debiting your account:

- You will be deemed to have given approval to debit the nominated financial institution account upon authorising an amount via RevenueSA Online.
- RevenueSA cannot and will not independently debit the nominated account for any other amount than that authorised by the user.
- If the payment authorised via RevenueSA Online is not on a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should ask your financial institution.

### Amendments by you

- An EPA remains in force until it is cancelled. If you wish to cancel, contact RevenueSA on the contact details listed below (under disputes).
- If you wish to stop any individual payment, you must notify RevenueSA via email within the same business day you authorised the payment. If the payment is not authorised on a business day, contact RevenueSA on the following business day.
- If you change your account and want to continue using EPA, you will need to complete an Update RevenueSA Online Bank Account form available

from our website: [www.revenuesa.sa.gov.au/services-and-information/revenuesa-online/forms/RSAO\\_BAC\\_1118.pdf](http://www.revenuesa.sa.gov.au/services-and-information/revenuesa-online/forms/RSAO_BAC_1118.pdf)

### Amendments by RevenueSA

- We may vary any details of this agreement or the Electronic Payment Authorisation at any time by giving you at least fourteen (14) days written notice.
- The current version of this agreement and Electronic Payment Authorisation is available from our Internet site: [www.revenuesa.sa.gov.au](http://www.revenuesa.sa.gov.au)

### Your obligations

- It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the authorised amount via RevenueSA Online.
- If there are insufficient clear funds in your account to meet a debit payment:
  - you may be charged a fee and/or interest by your financial institution;
  - you may also incur fees or charges imposed or incurred by us; and
  - you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.
- You should check your account statement to verify that the amounts debited from your account are correct.

## Disputes

- If you believe that there has been an error in debiting your account, you should notify RevenueSA in writing on the contact details listed below:

Email: payrolltax@sa.gov.au

Post: RevenueSA  
GPO Box 1353  
ADELAIDE SA 5001

or by telephoning RevenueSA on (08) 8204 9880 during business hours, telephone enquiries will need to be accompanied with a written request for investigation purposes.

- If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
- If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.
- We will make every attempt to ensure that payment disputes are resolved within three (3) business days.
- Alternatively you can take it up directly with your financial institution.

## Accounts

- You should check:
  - (a) with your financial institution whether direct debiting through Bulk Electronic Clearing System (BECS) is available from your account as this may not be available on all accounts;
  - (b) your account details which you have provided to us are correct by checking them against a recent account statement; and
  - (c) with your financial institution before completing the Electronic Payment Authorisation if you have any queries about how to complete it.

## 6. Confidentiality

- We will keep any information (including your account details) in your Electronic Payment Authorisation confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- We will only disclose information that we have about you:
  - (a) to the extent specifically required by law; or
  - (b) for the purposes of this agreement (including disclosing information in connection with any query or claim).