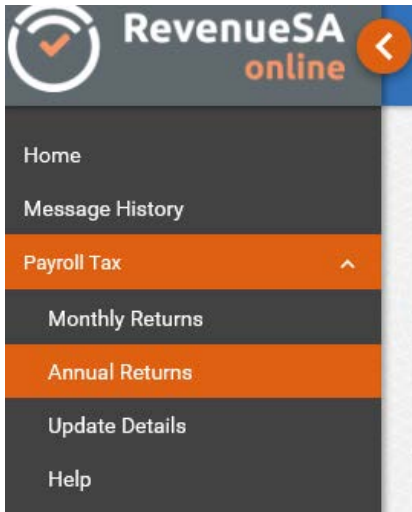





Pay an Annual Reconciliation by Electronic Payment Authority (EPA)

1. From the menu on the left navigate to the **Payroll Tax** menu item, then select **Annual Returns**.




2. Click on the  displayed next to the Annual Reconciliation that you want to pay.

Financial Year	Status	Lodged Date	Lodged By	Due Date	
2019-2020	Assessed	20/07/2020 14:15	RevenueSA	14/08/2020	

3. Click on the **Authorise Payment** button.

Actions

 Download Summary	Generate a summary of this Annual Reconciliation in a report.
Authorise Payment	Authorise and make payment for the Amount Due calculated in this Annual Reconciliation.
Modify	Modify this Annual Reconciliation.

4. The following screen is displayed

The screenshot shows a 'Payment' screen with a blue header. Below the header is an information box with an 'i' icon and the text: 'You may also schedule for the payment to be made at a future date by specifying a date in the **Payment Date** field.' Below this are five input fields: 'Financial Year: 2019-2020', 'Amount Payable *: 91,129.24', 'Payment Date *: 27/08/2020' (with a calendar icon), 'Authorised By *: name@email.com.au', and 'Bank Account *: PRTAX' (with a dropdown arrow). At the bottom are two blue buttons: 'Cancel' and 'Submit'.

On this screen you will be able to amend the **Amount Payable**.

NOTE: the **Amount Payable** field will show the balance outstanding which you can adjust

5. Enter the:


- **Amount Payable** as per your instalment arrangement.

The screenshot shows a 'Payment' screen with a blue header. Below the header is an information box with an 'i' icon and the text: 'You may also schedule for the payment to be made at a future date'. Below this are three input fields: 'Financial Year: 2019-2020', 'Amount Payable *: 15,000', and 'Payment Date *: 27/08/2020' (with a calendar icon). At the bottom are two blue buttons: 'Cancel' and 'Submit'.

6. Enter the:

- **Payment Date**, you can accept the date displayed or update the **Payment Date** if you would like the payment debited on a future date. **NOTE:** you cannot authorise a future date beyond the payment due date
- **Bank Account**, select the bank account description from the picklist or accept the bank account description that is displayed

Payment

 You may also schedule for the payment to be made at a future date by specifying a date in the **Payment Date** field.

Financial Year:

Amount Payable *: Authorised By *:

Payment Date *: Bank Account *:

7. Click on the **Submit** button to authorise RevenueSA to debit the amount payable.

8. A table is displayed that provides details of the authorised payment.

Payment Date	Reference No	Amount Payable	User Name	Account Description	Lodged Date/Time	Payment Receipt	Status
27/08/2020	2009292596	15,000.00	name@email.com.au	PRTAX	27/08/2020 11:08	Download	PAID