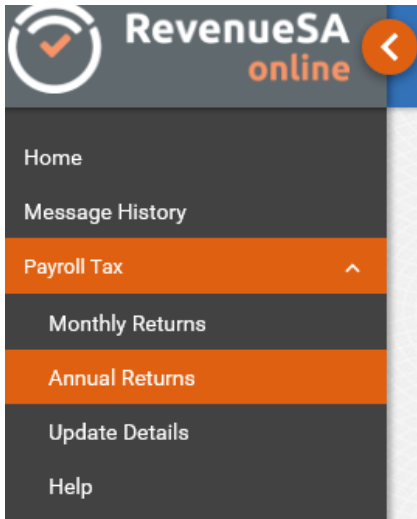





OFFICIAL

Modify an Annual Reconciliation

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 modify.

 Records of your payroll tax annual reconciliation lodgements are summarised below.

If you need to **cancel** your registration throughout the year, email payrolltax@sa.gov.au. We will open your annual reconciliation to allow you to cancel and lodge a final return.

Financial Year	Status	Expected Payments	Lodged Date	Lodged By	Due Date	
2017-2018	Submitted		14/07/2018 11:13	USERNAME		

- To modify any details included in this annual reconciliation, click on the **Modify** button in the **Actions** section.

The screenshot shows a blue header bar labeled 'Actions'. Below it are three blue buttons with white text and icons. The first button has a download icon and is labeled 'Download Summary'. The second button is labeled 'Authorise Payment'. The third button is labeled 'Modify'. To the right of each button is a corresponding description of its function.

Action	Description
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.

- You will be asked to confirm that you want to create a new version of this Annual Reconciliation, click on the **OK** button to continue.

The screenshot shows a white dialog box with a close button (X) in the top right corner. On the left, there is a warning icon (triangle with exclamation mark) and the text 'Do you wish to create a new version of this Annual Reconciliation?'. At the bottom, there are two buttons: 'OK' with a checkmark icon and 'Cancel' with an X icon.

- You will be taken to the **Status** screen. The data in the annual reconciliation screens will be populated based on the data you entered when you submitted the annual reconciliation.
- Navigate through the annual reconciliation and modify the data as necessary, then submit your annual reconciliation by completing the **Declaration** (just like you did when you first submitted the annual reconciliation to RevenueSA).