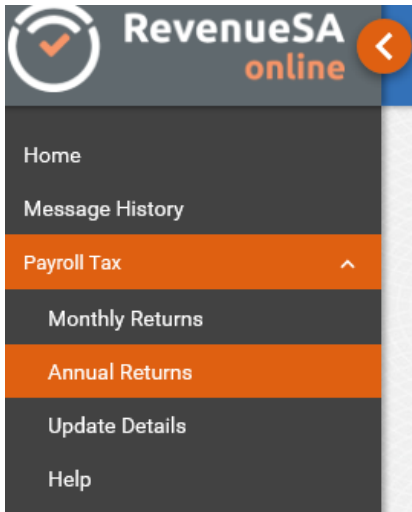





OFFICIAL

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.


 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		

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. 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: 2018-2019

Amount Payable *: 156,815.00 Authorised By *: name@email.com.au

Payment Date *: 17/10/2018 Bank Account *: PRTAX

[Cancel](#) [Submit](#)

5. Click on the **Submit** button to authorise RevenueSA to debit the liability.

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

Your Annual Reconciliation has been submitted to RevenueSA. You can print a Reconciliation Summary for your records.
The Amount Due is to be paid to RevenueSA by _____

Estimated Deduction

Total estimated annual deduction entitlement for 2019-2020: 450,000

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.

Payment Date	Reference No	Amount Payable	User Name	Account Description	Lodged Date/Time	Payment Advice	Status	Actions
17/10/2018	1111111111	156,815.00	name@email.com.au	PRTAX	17/10/2018 15:54	Download	PAID	

7. To download the **Annual Payment Receipt**, click on the **Download** link in the **Payment Advice** column.

Payment Date	Reference No	Amount Payable	User Name	Account Description	Lodged Date/Time	Payment Advice	Status	Actions
17/10/2018	1111111111	156,815.00	name@email.com.au	PRTAX	17/10/2018 15:54	Download	PAID	

8. You will be asked whether you wish to **Open** or **Save** the **Annual Payment Receipt** (which is generated as a pdf file), select the appropriate option.