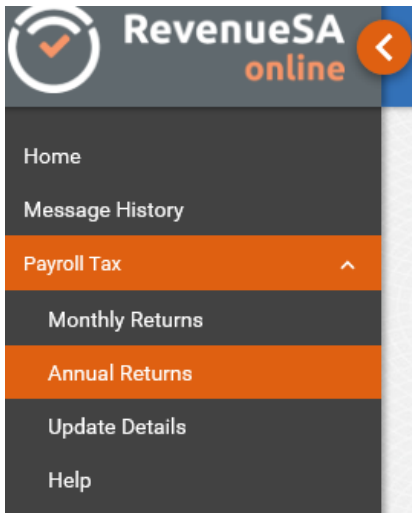




OFFICIAL

Start an Annual Reconciliation

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



2. The **Annual Returns** screen is displayed.

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	
20-20	Open					

Field	Description
Financial Year	Financial Year for the Annual Reconciliation period, for example 2019-20 relates the financial year that starts on 1 July 2019 to 30 June 2020.
Status	Displays the status for the Annual Reconciliation Return: <ul style="list-style-type: none"> • Not Started – Annual Reconciliation has not been started.

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Field	Description
	<ul style="list-style-type: none"> • Open – Annual Reconciliation has been commenced but not submitted to RevenueSA. • Submitted – Annual Reconciliation has been completed and submitted to RevenueSA. • Expired - Annual Reconciliation was not submitted to RevenueSA and period for submission of the Annual Reconciliation expired.
Expected Payments	<p>Displays total of all Electronic Payment Authority (EPA) payments that have been authorised with a future date. Payments are not considered paid until the direct debit has been processed.</p> <p>If no future dated (EPA) payments exist then field will be blank.</p>
Lodged Date	Displays the date and time the Annual Reconciliation was lodged with RevenueSA.
Lodged By	Displays the user who lodged the Annual Reconciliation.
Due Date	Displays the date that the Annual Reconciliation is needs to be lodged by.

3. Click on the  displayed next to the Annual Reconciliation that you want to start entering data for.
4. The **Status** screen will be displayed. Refer to the Help documentation for the Annual Reconciliation -Status screen for information on the **Status** screen.