



OFFICIAL

The **Status** screen allows you to confirm the status codes applicable to your organisation for the financial year and amend these if required. It also allows you to cancel your payroll tax registration if you have ceased paying wages in South Australia.

Cancel Registration

1. The **Cancel Registration** section asks you if you have ceased paying wages in South Australia during the financial year relevant for the Annual Reconciliation.

Cancel Registration

Did you cease paying wages in South Australia during 20█-
20█? Yes No

If you did not cease paying wages, select **No** (go to step 4 Status Code Periods).

If you ceased paying wages during the financial year that the annual reconciliation relates to, select **Yes** (go to step 2).

If you ceased paying wages in South Australia after the annual reconciliation period, select **No** (go to step 4 Status Code Periods).

2. You are asked to confirm that you would like to cancel your registration.

Cancel Registration

Did you cease paying wages in South Australia during 20█-
20█? Yes No

Do you want to cancel your registration *: Yes No

If you wish to cancel your registration, select **Yes** (go to step 3).

If you do not want to cancel your registration, select **No** (go to step 4 Status Code Periods).

3. Enter the **Date of the Cancellation** and select the **Reason for Cancellation**.

Cancel Registration

Did you cease paying wages in South Australia during 20 -20 ? Yes No

Do you want to cancel your registration*: Yes No

Date of Cancellation*: Reason for Cancellation*:

A comment box is available should you need to provide additional information about your cancellation. Where you select **Other** as the **Reason for Cancellation**, a comment is mandatory (go to step 4 Status Code Periods).

Status Code Periods

The **Status Codes Period** section displays your currently known status code for the financial year. Where multiple status codes have been previously determined by RevenueSA you will see multiple rows in this section. The status code descriptions are provided at the bottom of the page.

Status Code Periods

Status Code	Date From	Date To
Non Group Employer	01/07/20 <input type="text"/>	30/06/20 <input type="text"/>

Are the above details correct?

Status Code Descriptions

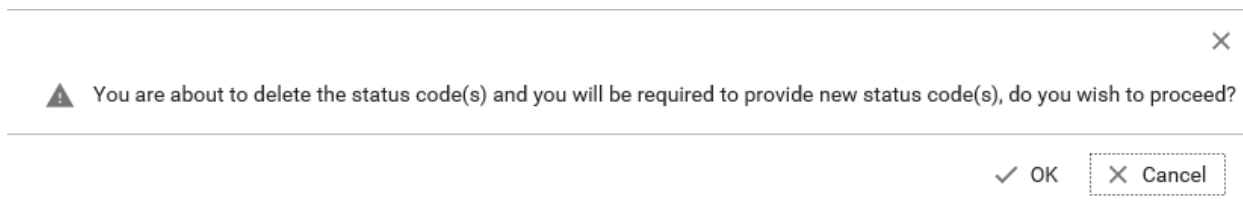
Status Code	Description
NGE (Non Group Employer)	An organisation not grouped with any other organisation.
DGE (Designated Group Employer)	The nominated member of a payroll tax group entitled to claim the groups payroll tax deduction entitlement.
GE (Grouped Employer)	Member of a payroll tax group. Not entitled to claim a payroll tax deduction.

- If the status code(s) displayed is correct, select **Yes** to the question '**Are the above details correct?**'. You do not need to do anything further on this screen and the **SA Wages** screen will be displayed, go to [SA Wages Help](#).

If the status code(s) displayed is incorrect, select **No** to the question '**Are the above details correct?**' then go to step 5 Status Code Periods – change to status code(s).

Status Code Periods – change to status code(s)

5. A pop-up box is displayed asking if you wish to delete the status code(s) and provide new status code(s).




Select **OK** to continue, the status code(s) displayed in the **Status Codes Period** section will be deleted and you will need to add a new status code(s) (Go to step 6).


Select **Cancel** to keep the status code(s) displayed in the **Status Codes Period** section. No changes will be made to the status code(s) and you will be returned to the **Status** screen.

6. The **Add a Status Code** section allows you to:
 - select the correct **Status Code** for your organisation from the picklist
 - enter the **Date From** and **Date To** that the new status code applies
 - select a **Reason for Change** from the picklist
 - enter **Comments** to provide additional information about the change in status code(s). Where you have selected **Other** as the **Reason for Change** a comment is mandatory.
 - select the **DGE ABN** and **DGE Name** (where the **Status Code** selected is **Grouped Employer**).

Where the status code selected is **Non Group Employer** or **Designated Group Employer**, go to step 11.



Where the status code selected is **Grouped Employer**, go to step 7.

7. Click on the **Select**  **Select** button to select the ABN for the group member that you are entering wage details for.

- Enter the **ABN** or **Name** of the entity that is the Designated Group Employer (DGE), then click on the **Search**  **Search** button.

ABN Selection ✕

Please enter the ABN or Name of the entity and click on Search. Then from the search results click on the row to select.



ABN:  Search Name:  Search

Search Results	
ABN	Name
No records found.	

- Select the relevant entity from the **Search Results**.

ABN Selection ✕

Please enter the ABN or Name of the entity and click on Search. Then from the search results click on the row to select.

ABN:  Search Name:  Search



Search Results	
ABN	Name
2222222222	123 PTY LTD

- The **DGE ABN** and **DGE Name** fields are now populated, go to step 11.

Add a Status Code


Complete details below and select Add Status Code. Once all status codes have been added select Finished Adding Status Code to proceed.




Status Code *: ▼

Date From *:  Date To *: 

Reason for Change *: ▼

Comments:

DGE ABN: DGE Name:  Select

 Restore Status Codes
 Add Status Code
 Finished Adding Status Code

- Click on the **Add Status Code** button to save the new status code. The status code and dates will be displayed in the **Status Code Periods** section. All dates between 1 July and 30 June for the financial year need to be accounted for.

If you became liable for Payroll Tax in South Australia after 1 July, you only need to enter a status code(s) for the period from the date you became liable in South Australia until 30 June for that financial year

If you ceased paying wages in South Australia part way through the annual reconciliation period, you only need to enter a status code(s) up until the date that you ceased employing.

If there are additional status codes and periods that need to be entered for the financial year, return to steps 6 and follow the process until all dates that you were liable for Payroll Tax in South Australia have been accounted for.

Note:

If you delete the status code(s) that were automatically populated in error, select the **Restore Status Codes** button. The status code(s) that were automatically populated by the system will be restored. You will be returned to the **Status** screen.

12. Once you have finished entering your status code(s) select the **Finished Adding Status Code** button. The **SA Wages** screen will be displayed.