



The **Declaration** screen varies depending on whether the declaration that you are making relates to the **Registration** or **Annual Reconciliation** process.

- If you are completing the registration, go to the section [Declaration - Registration](#).
- If you are completing the annual reconciliation, go to the section [Declaration - Annual Reconciliation](#).

Declaration - Registration

1. Read the **Declaration**, and if you accept, click in the checkbox and then click on the **Register** button.

Please read the following declaration and if you accept click Register to complete registration.

I declare and acknowledge that:

- I am authorised by the eligible employer to make this declaration on its behalf;
- the information provided in the registration is true and correct in every particular.

Declaration made by Jo Citizen on behalf of EXAMPLE COMPANY 123 PTY LTD

Date

Register

2. A confirmation message is displayed reminding you once you submit your online registration you will no longer be able to edit it.

Click on **OK** to submit your online registration.

Once you submit your registration you will no longer be able to edit it. Are you sure you want to submit your registration

OK Cancel

3. Your Registration has now been submitted to RevenueSA and your taxpayer number and registration information will be sent to you upon the processing of your registration by RevenueSA.

If you need to make changes to the information supplied in the registration process please email your amendments to payrolltax@sa.gov.au as soon as possible.

4. You can print a summary of your registration (recommended) by clicking on the Print button. You have finished with this help document, the next section relates to the Declaration that is completed as part of the annual reconciliation process.

Declaration – Annual Reconciliation

The **Declaration** screen gives you the opportunity to:

- review a summary of the annual reconciliation and the reconciliation calculation to ensure that it is correct before you submit this annual reconciliation to RevenueSA
- nominate a bank account for the refund payment to be made to (only applicable where the annual Reconciliation has resulted in a refund being due to you)
- declare that the information that you have entered is correct
- see the estimated deduction entitlement that has been calculated for the next financial year
- download a **Reconciliation Report** which is summary of the annual reconciliation
- modify your annual reconciliation
- authorise/make payment of this annual reconciliation (where payment method is Electronic Payment Authority (EPA))
- generate the **Payroll Tax Annual Reconciliation Payment Advice** (to make payment by EFT, or BPay).

The declaration screen appears as per the below example:

Annual Reconciliation Summary	
	South Australian Taxable Wages: 2,741,200
Less	Deduction Entitlement: 546,922
Equals	Amount on which tax is payable: 2,194,278
	Total Tax Payable at 4.95%: 108,616.76
Less	Payments (see note above): 96,731.91
Add	Penalty Tax (previously applied): 0.00
Add	Interest (previously applied): 0.00
Add	Penalty Tax (applied to this assessment): 0.00
Add	Interest (applied to this assessment): 0.00
Equals	Amount Due: 11,884.85
	Total estimated annual deduction entitlement for 2023-2024: 566,564

Declaration	
<input checked="" type="checkbox"/>	I declare and acknowledge that: <ul style="list-style-type: none"> ▪ To the best of my knowledge all the details I have provided in the completion of the annual reconciliation process are true and correct ▪ If any bank account details have been provided they belong to the employer and any refund due is hereby requested
	Declaration made by: _____
	Date 12/05/2023
Providing RevenueSA with up to date contact details will ensure we contact the correct person for any further enquiries.	
	Are you the person named above? <input checked="" type="radio"/> Yes <input type="radio"/> No

Index

1. [Annual Reconciliation Summary](#)
2. [Apply to defer payroll tax payments due to COVID-19](#)

3. [Estimated Deduction](#)
4. [Bank Account Details for Refund](#)
5. [Declaration](#)
6. [Actions](#)
7. [Download Summary – Reconciliation Report](#)
8. [Modify](#)
9. [Authorise Payment to pay by Electronic Payment Authority \(EPA\)](#)
10. [Generate Payroll Tax Annual Reconciliation Payment Advice to pay by EFT, or BPay](#)

Annual Reconciliation Summary

1. The **Annual Reconciliation Summary** section displays details of your annual reconciliation and your calculated liability or balance; the data displayed will match the figures displayed on the **Reconciliation Calculation** screen.

Annual Reconciliation Summary

	South Australian Taxable Wages: 2,741,200
Less	Deduction Entitlement: 546,922
Equals	Amount on which tax is payable: 2,194,278
	Total Tax Payable at 4.95%: 108,616.76
Less	Payments (see note above): 96,731.91
Add	Penalty Tax (previously applied): 0.00
Add	Interest (previously applied): 0.00
Add	Penalty Tax (applied to this assessment): 0.00
Add	Interest (applied to this assessment): 0.00
Equals	Amount Due: 11,884.85
Total estimated annual deduction entitlement for 2023-2024: 566,564	

Declaration

I declare and acknowledge that:

- To the best of my knowledge all the details I have provided in the completion of the annual reconciliation process are true and correct
- If any bank account details have been provided they belong to the employer and any refund due is here by requested

Declaration made by: _____
Date 12/05/2023

Providing RevenueSA with up to date contact details will ensure we contact the correct person for any further enquiries.

Are you the person named above? Yes No

← Back
Submit

Field	Description
South Australian Taxable Wages	Total value of South Australian taxable wages as supplied on the SA Wages screen.
Deduction Entitlement	Value of deduction entitlement for this annual reconciliation.
Amount on which tax is payable	Taxable value which equals South Australian Taxable Wages less Deduction Entitlement.

Field	Description
Total Tax Payable	Payroll Tax calculated for the annual reconciliation.
Payments	Total value of payments received by RevenueSA during the annual reconciliation period.
Penalty (previously applied)	Total amount of penalty applied to monthly defaults during the assessment period.
Interest (previously applied)	Total amount of interest applied to monthly defaults during the assessment period.
Penalty (applied to this assessment)	Total amount of penalty applied to this annual Reconciliation assessment.
Interest (applied to this assessment)	Total amount of interest applied to this annual Reconciliation assessment.
Amount Due/Refund Due	Payroll Tax due to be paid or refunded. Equals (Total Tax Payable Add any penalty and/or interest less Tax Paid).

- This section also displays the **estimated deduction entitlement**. This figure is the same as the estimated deduction that was calculated and displayed on the **Estimates** screen and is based on the figures that you entered as estimated wages for the next financial year.

Please review the annual reconciliation summary details and accept the declaration below. You will have the option to print your reconciliation once it has been submitted.
 If you are due for a refund, once approved, this will be transferred by EFT to the bank account you nominate.
 If after submitting you need to make amendments click onto the Annual Returns screen, select the year, and select MODIFY to make any amendment.

Annual Reconciliation Summary	
	South Australian Taxable Wages: 2,741,200
Less	Deduction Entitlement: 546,922
Equals	Amount on which tax is payable: 2,194,278
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Add	Penalty Tax (applied to this assessment): 0.00
Add	Interest (applied to this assessment): 0.00
Equals	Amount Due: 11,884.85
Total estimated annual deduction entitlement for 2023-2024: 566,564	

Declaration

I declare and acknowledge that:

- To the best of my knowledge all the details I have provided in the completion of the annual reconciliation process are true and correct
- If any bank account details have been provided they belong to the employer and any refund due is here by requested

Declaration made by: _____
 Date 12/05/2023

Providing RevenueSA with up to date contact details will ensure we contact the correct person for any further enquiries.
 Are you the person named above? Yes No

Back Submit

Estimated Deduction

- The **Estimated Deduction** section displays the total estimated deduction entitlement for the next financial year.

Estimated Deduction	
Total estimated annual deduction entitlement for 20 <input type="text" value="2023"/> -20 <input type="text" value="2024"/>	344,263

Bank Account Details for Refund

- The **Bank Account Details for Refund** section is only displayed where the annual reconciliation summary indicates that you are due a refund of Payroll Tax.

Bank Account Details for Refund

Please confirm the existing account for refunds or enter new details. For security purposes, only last four digits are displayed.

Existing Account New Account

Account Name *: ABC PTY LTD

BSB (123-456) *: 123 - 456 BANK AND BRANCH

Account Number *: *****0000

If **Bank Account Details for Refund** section is not displayed, go to the **Declaration** section [step 6](#).

If **Bank Account Details for Refund** section is displayed, go to [step 5](#).

5. In the **Bank Account Details for Refund** section you are asked to nominate bank account details for the account that you would like the refund to be paid into.

If you have already requested refunds via EFT for payroll tax, the account details (account name, BSB and the last four digits of your account number) will be displayed. If the details are correct, go to [step 6](#).

If you have not previously requested a refund for payroll tax via EFT, or if you would like to nominate a different bank account, click on the **New Account** radio button and enter:

- **Account Name**
- **BSB**, once you start entering the BSB the bank name and branch will be displayed in the picklist, select the correct option from the picklist.
- **Account Number**, then go to [step 6](#).

Bank Account Details for Refund

Please confirm the existing account for refunds or enter new details. For security purposes, only last four digits are displayed.

Existing Account New Account

Account Name *: ABC PTY LTD

BSB (123-456) *: 123 - 456 BANK AND BRANCH

Account Number *: *****0000

Declaration

6. The **Declaration** section is where you are asked to declare and acknowledge that:
 - to the best of your knowledge the details that you have provided in the completion of the reconciliation process are true and correct
 - if any bank account details have been provided they belong to the employer and any refund due is hereby requested.

Declaration

I declare and acknowledge that:

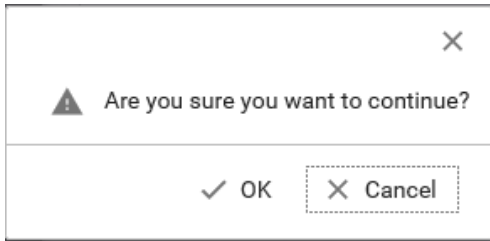
- To the best of my knowledge all the details I have provided in the completion of the annual reconciliation process are true and correct
- If any any bank account details have been provided they belong to the employer and any refund due is here by requested

Declaration made by _____ on behalf of _____

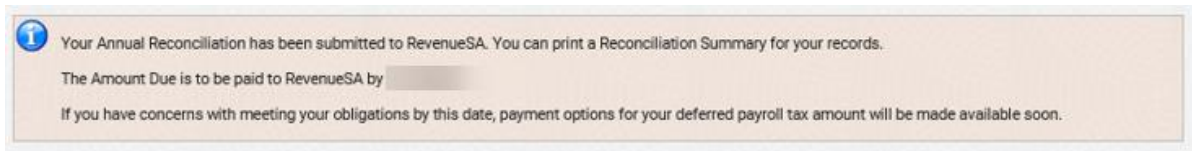
Date _____

Back Submit

7. If the data displayed in the **Annual Reconciliation Summary** section is **incorrect**, click on the **Back** button to access the appropriate screen(s) to make the required amendment(s).
8. If the data displayed in the annual reconciliation summary section is correct, accept the Declaration by selecting the checkbox then click on Submit.
9. You will then be prompted to confirm you want to continue, click **OK**.




10. The annual reconciliation has been submitted to RevenueSA. You now have the option to print, pay by the due date (if applicable) or modify the annual reconciliation.



Actions

11. The **Actions** section displays the actions that are available for you to perform, these options may vary depending on your nominated method of payment and whether the annual reconciliation has resulted in debit or credit.
 - To **Download Summary** (the Reconciliation Report), go to [step 12](#).
 - To **Modify** your annual reconciliation, go to [step 15](#).
 - To **Authorise Payment** (option only displayed for users that are authorised to pay via Electronic Payment Authority (EPA), go to [step 19](#).
 - To **Generate Payment Advice** (option only displayed for users that pay via Electronic Funds Transfer (EFT), or BPay;
 - The payroll tax annual reconciliation payment advice provides instructions on how to make your payment), go to [step 25](#).


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.

Download Summary – Reconciliation Report

- Click on the **Download Summary** button to download a summary of the details submitted for this annual reconciliation.

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.

- You will be asked whether you wish to **Open** or **Save** the **Reconciliation Report** (which is generated as a pdf file), select the appropriate option.
- Once the **Reconciliation Report** has been downloaded and viewed, you will be able to print the report.



2022-2023 Payroll Tax Annual Reconciliation Report

CLIENT DETAILS

Taxpayer Name
 Taxpayer Number
 ABN
 Date Submitted 12/5/23, 11:55 am

STATUS

Did you cease paying wages in South Australia during 2022-2023? No
 Do you want to cancel your registration?

Status Code	Date From	Date To	SA Taxable Wages	Interstate Taxable Wages	Group SA Taxable Wages	Group Interstate Taxable Wages
DGE	01/07/2022	30/06/2023	\$2,741,200.00	\$0.00	\$3,091,200.00	\$300,000.00

Group Member Name	Group Member ABN	Date Group Member	Date Group Member To	Allocated Deduction	SA Taxable Wages	Interstate Taxable Wages
		01/07/2022	30/06/2023	\$546,922.00	\$2,741,200.00	\$0.00
		01/08/2022	30/06/2023		\$200,000.00	\$0.00
		01/07/2022	30/06/2023		\$150,000.00	\$0.00
		01/07/2022	30/06/2023		\$0.00	\$300,000.00



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SA WAGES

Wage Component Split

Salaries / Wages	\$2,500,000.00	+ Commissions	
+ Bonuses / Allowances		+ Directors Fees	
+ Fringe Benefits		+ Shares and Options	
+ Contractor Payments		+ Termination Payments	
+ Emp Superannuation Payments	\$241,200.00	+ Other	
		= Total SA Wages	\$2,741,200.00

RECONCILIATION CALCULATION

Less	South Australian Taxable Wages	\$2,741,200.00
	Deduction Entitlement	\$546,922.00
Equals	Amount on which tax is payable	\$2,194,278.00
	Total Tax Payable at 4.95%	\$108,616.76
Less	Payments Received (see note above)	\$96,731.91
Add	Penalty Tax (previously applied)	\$0.00
	Interest (previously applied)	\$0.00
Add	Penalty Tax (applied to this assessment)	\$0.00
Add	Interest (applied to this assessment)	\$0.00
Equals	Amount Due	\$11,884.85

Notes

ESTIMATES

Status Code
 Expected Status Code for the 2023-2024 financial year: DGE
 Reason for Change:
 Comments:

Wage Estimates

South Australian Wages:	\$3,000,000.00	Interstate Wages:	\$0.00
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Other Group Member South Australian Wages:	\$50,000.00	Other Group Member Interstate Wages:	\$180,000.00
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Estimated Deduction
 Total estimated annual deduction entitlement for 2023-2024: \$566,564.00

DECLARATION


I declare and acknowledge that:
 • To the best of my knowledge all the details I have provided in the completion of the annual reconciliation process are true and correct
 • If any bank account details have been provided they belong to the employer and any refund due is here by requested
 Declaration made by
 Date: 12/05/2023



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Modify

15. To modify any details included in this annual reconciliation, click on the **Modify** 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.

16. 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.

✕

 Do you wish to create a new version of this Annual Reconciliation?

✓ OK
✕ Cancel

17. You will be taken to the **Status** screen. The data in the annual reconciliation will be populated based on the data you entered when you submitted the annual reconciliation.
18. 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).


Authorise Payment to pay by Electronic Payment Authority (EPA)

19. If you pay by Electronic Payment Authority (EPA) the **Authorise Payment** button will be displayed.

If you choose not to make the payment now you can exit the **Annual Reconciliation**. You can access the **Annual Reconciliation** at a later date to authorise the payment.

To authorise the payment now, 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.

20. 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:	20 -20	Authorised By *:	tom. @sa.gov.au
Amount Payable *:	156,815.00	Bank Account *:	PRTAX
Payment Date *:	<input type="text"/>		


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

22. A table is displayed that provides details of the authorised payment including:

- **Payment Date**
- **Reference No**
- **Amount Payable**
- **User Name**
- **Account Description**
- **Lodged Date/Time**
- **Payment Advice** (link to **Annual Payment Receipt**)
- **Status.**

OFFICIAL


Note: If you have future dated a payment the **Reference No** and **Payment Advice** (link to **Annual Payment Receipt**) is not available until the payment date.

 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: [REDACTED]

Estimated Deduction

Total estimated annual deduction entitlement for 20[REDACTED]-20[REDACTED] 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
	1111111111	156,815.00	name@email.com.au	PRTAX		Download	PAID	

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

RevenueSA PAYROLL TAX ANNUAL RECONCILIATION
20 -20

LODGEMENT DETAILS

Taxpayer Number	Lodged On
Taxpayer Name	Lodged By
ABN	Payment Due Date

RECONCILIATION CALCULATION

	South Australian Taxable Wages	\$550,000.00
Less	Deduction Entitlement	\$350,699.00
Equals	Amount on which tax is payable	\$199,301.00
	Tax Payable	\$6,178.33
Less	Payments	\$0.00
Add	Penalty (previously applied)	\$0.00
Add	Interest (previously applied)	\$0.00
Add	Penalty (applied to this assessment)	\$0.00
Add	Interest (applied to this assessment)	\$0.00
Equals	Amount Due	\$6,178.33

PAYROLL TAX PAYMENT ADVICE

Taxpayer: [Redacted]
Return Period: 20 -20
Payment Reference: [Redacted]
Payment Due Date: [Redacted]
Amount Due: \$ 6,178.33

PAYMENT OPTIONS

EFT Electronic Funds Transfer

BSS: [Redacted]
Account Number: [Redacted]
Account Name: [Redacted]
Reference No: [Redacted]

B PAY Biller Code: [Redacted]
Ref: [Redacted]

Telephone & Internet Banking – BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: www.bpay.com.au

Cheque/Money Order

Send your cheque or money order (made payable to the Commissioner of State Taxation) with this Payment Advice to:
RevenueSA – Taxation Services
GPO Box 2418
ADELAIDE SA 5001

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Generate Payroll Tax Annual Reconciliation Payment Advice to pay by EFT, or BPay

25. If you have elected to pay by Electronic Funds Transfer (EFT), or BPay, click on the **Generate Payment Advice** button to commence downloading the **Payroll Tax Annual Reconciliation Payment Advice**.


Actions

Download Summary	Generate a summary of this Annual Reconciliation in a report.
Generate Payment Advice	Generate Payment Advice containing payment details for this Annual Reconciliation.
Modify	Modify this Annual Reconciliation.

26. A table will be displayed below the **Actions** section, click on the **Download** link displayed in the **Payment Advice** column.

Lodged Date/Time	Payment Advice
	Download

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



PAYROLL TAX ANNUAL RECONCILIATION

20 -20

LODGEMENT DETAILS

Taxpayer Number	Lodged On	
Taxpayer Name	Lodged By	
ABN	Payment Due Date	

RECONCILIATION CALCULATION

	South Australian Taxable Wages	\$550,000.00
Less	Deduction Entitlement	\$350,699.00
Equals	Amount on which tax is payable	\$199,301.00
	Tax Payable	\$6,178.33
Less	Payments	\$0.00
Add	Penalty (previously applied)	\$0.00
Add	Interest (previously applied)	\$0.00
Add	Penalty (applied to this assessment)	\$0.00
Add	Interest (applied to this assessment)	\$0.00
Equals	Amount Due	\$6,178.33


PAYROLL TAX PAYMENT ADVICE

Taxpayer	
Return Period	20 -20
Payment Reference	
Payment Due Date	
Amount Due	\$ 6,178.33

PAYMENT OPTIONS

<p>EFT Electronic Funds Transfer</p> <p>BSB: <input type="text"/></p> <p>Account Number: <input type="text"/></p> <p>Account Name: <input type="text"/></p> <p>Reference No: <input type="text"/></p>	<p>B PAY Biller Code: <input type="text"/></p> <p>Ref: <input type="text"/></p> <p>Telephone & Internet Banking – BPAY*</p> <p><small>Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: www.bpay.com.au</small></p>	<p>Cheque/Money Order</p> <p><small>Send your cheque or money order (made payable to the Commissioner of State Taxation) with this Payment Advice to: RevenueSA – Taxation Services GPO Box 2416 ADELAIDE SA 5001</small></p>
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28. Follow the payment instruction details specified on the **Payroll Tax Annual Reconciliation Payment Advice** when making your payment.