



This Help guide provides steps on how to modify a monthly return for taxpayers who pay their payroll tax via electronic payment authority (EPA).

Modify a monthly return

1. Click on the **Monthly Returns** menu. Select the monthly return you wish to modify by clicking on the row.

Month	Tax Payable	Amount Paid	Future Payments	Unauthorised Payments	Lodged Date	Lodged By	Due Date
July							07/08/20
August							07/09/20
September							07/10/20
October							07/11/20
November							07/12/20
December							07/01/20
January							07/02/20
February							07/03/20
March							07/04/20
April							07/05/20
May							07/06/20

2. The monthly lodgement will display the existing information lodged. Click on the **Modify** button.

Payment Date	Reference No	Amount Payable	User Name	Account Description	Created	Payment Advice	Status	Actions
01/08/20		2,759.63	revenue@sa.gov.au	TEST	01/08/20 10:38	Download	PAID	

3. Update the relevant wage component split category.

- Once you click on the **Calculate** button, the system will display the **Total Gross SA Wages**, **Taxable Amount** and calculate the **Tax Payable**.
- Review the information. If your modification has resulted in an overpayment, there will be no additional payment to authorise. Click on the **Save** button. You can use the credit towards your next month's return by underpaying next month's payroll tax liability by the overpayment. Alternatively you can request a refund by emailing payrolltax@sa.gov.au with full details of the overpayment.

If there is a further amount payable, click on the **Authorise Payment** button.

- The **Payment Date** defaults to the current date. You can specify your payment date if you wish to schedule this to be paid on the due date.

The screenshot shows a form with the following fields and values:

- Financial Year: [blurred]
- Return Period: July
- Amount Payable *: 173.25
- Authorised By *: revenuesa@sa.gov.au
- Payment Date *: 01/08/20
- Bank Account *: TEST
- Password: [blurred]

Buttons: Back, Submit

Where you have multiple bank accounts you can select a **Bank Account** from the dropdown list.

- Select **Submit**. The payment will be debited from your nominated bank account.

The screenshot shows a summary of wages and tax payable, and a table of payment records.

Summary:

- Total Gross SA Wages: 90,500
- less Estimated Deduction Entitlement: 31,250
- Taxable Amount: 59,250
- equates Tax Payable: 2,932.88

Buttons: Authorise Payment, Back, Save, Modify, Clear

Payment Date	Reference No	Amount Payable	User Name	Account Description	Created	Payment Advice	Status	Actions
01/08/20	[blurred]	2,759.63	revenuesa@sa.gov.au	TEST	01/08/20 10:38	Download	PAID	
01/08/20	[blurred]	173.25	revenuesa@sa.gov.au	TEST	01/08/20 10:47	Download	PAID	

- An additional return record will be created in the table. **Note:** If you have future scheduled a payment the Reference No and Receipt is not available until the payment date.
- Click on the link to open the **Payroll Tax Return Declaration** which includes the lodgement details and payment receipt.