



This Help guide provides steps on how to modify a payroll tax monthly return for taxpayers who pay their payroll tax via EFT or BPay.

## Modify a monthly return – EFT or BPay

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

Month	Tax Payable	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

June return does not need to be lodged separately. Please incorporate the June lodgement with the annual reconciliation return.

Wage Component Summary

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

Lodged On: 01/08/20 10:57 | Lodged By: Revenue SA | Financial Year: | Month: July

Salaries / Wages: 65,000	Commissions: 15,000
Bonuses / Allowances:	Directors Fees:
Fringe Benefits: 856	Shares and Options:
Contractor Payments:	Termination Payments:
Employer Super Payments: 2,000	Other:

Total Gross SA Wages: 82,856 | less Estimated Deduction Entitlement: 50,000 | Taxable Amount: 32,856 X Estimated 2.50%

equals Tax Payable 821.40

Buttons: Generate Payment Advice, Back, **Modify**, Clear

Lodged Date/Time	Tax Payable	Payment Advice
01/08/20 10:57	821.40	Download

3. Update the relevant wage component split category.

The system will automatically display the **Total Gross SA Wages**, **Taxable Amount** and calculate the **Tax Payable** once you have entered the wage data.

4. Review the information. Click on the **Generate Payment Advice** button or **Lodge Nil Return** button (if the calculation has resulted in \$0 payable).

- An additional return record will be created in the table with the **Lodged Date/Time**, the **Tax Payable** calculated and **Payment Advice**.

The screenshot shows a tax return summary with the following details:

- Lodged On: 01/08/20 11:04
- Lodged By: Revenue SA
- Financial Year: [Redacted]
- Month: July
- Salaries / Wages: 65,000
- Bonuses / Allowances: 3,800
- Fringe Benefits: 856
- Contractor Payments: [Redacted]
- Employer Super Payments: 2,000
- Commissions: 15,000
- Directors Fees: [Redacted]
- Shares and Options: [Redacted]
- Termination Payments: [Redacted]
- Other: [Redacted]
- Total Gross SA Wages: 86,656
- less Estimated Deduction Entitlement: 50,000
- Taxable Amount: 36,656
- equals Tax Payable: 916.40
- X Estimated 2.50%

Buttons: Generate Payment Advice, Back, Modify, Clear

Lodged Date/Time	Tax Payable	Payment Advice
01/08/20 10:57	821.40	<a href="#">Download</a>
01/08/20 11:04	916.40	<a href="#">Download</a>

- Click on the link to open the **Payment Advice**.

If you have already made payment for this return take this into account and only make payment for the difference. Payment can be made either via EFT or BPAY. Payments made via EFT or BPAY must contain the correct payment reference number. This will ensure that the payment is allocated correctly.

If your modification has resulted in an overpayment 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](mailto:payrolltax@sa.gov.au) with full details of the overpayment.