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

If you have authorised a future payment, either for a monthly return or an annual reconciliation, you can void the future payment. This will cancel the payment. Only payments with status of future can be voided.

Note: If you have authorised a same day payment and realise that the payment is incorrect you need to contact RevenueSA on the same day to stop the payment from being debited.

Void a payment

1. Navigate to the payment screen, if the payment that you wish to void is for:

   - a monthly return, go to step 2.
   - an Annual Reconciliation, go to step 4.

2. From the menu on the left, select **Payroll Tax** menu, then select **Monthly Returns**.

3. Select the monthly return you wish to void the payment for by clicking on the row. Go to step 6.

4. From the menu on the left, select **Payroll Tax** menu, then select **Annual Returns**.

5. Select the Annual Reconciliation you wish to void the payment for by clicking on the row. Go to step 6.

6. The table at the bottom of the screen displays the payments for the monthly return or annual reconciliation (as applicable), click on the **Void** link in the **Actions** column.

Payment Date	Reference No	Amount Payable	User Name	Account Description	Created	Status	Actions
31/08/2018		1,814.18	revenuesa@sa.gov.au	TEST	15/08/2018 14:03	FUTURE	Void

7. A message is displayed "Once the payment is voided it cannot be reversed. Are you sure you want to proceed?" Click on **OK** to void the payment.

8. The status of the payment is updated to **Voided**. The payment has been cancelled and will not be debited from the nominated bank account.

Payment Date	Reference No	Amount Payable	User Name	Account Description	Created	Status	Actions
31/08/2018		1,814.18	revenuesa@sa.gov.au	TEST	15/08/2018 14:03	VOIDED	