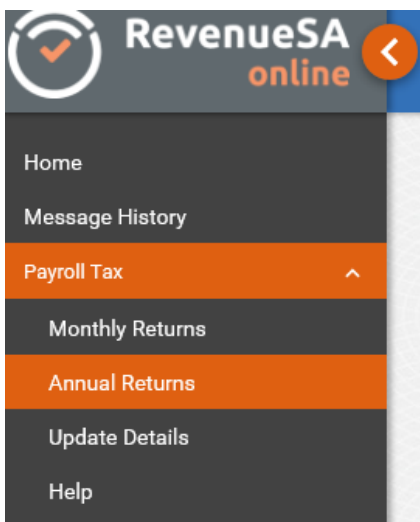


Modify an Annual Reconciliation

1. From the menu on the left navigate to the **Payroll Tax** menu item, then select **Annual Returns**.



2. Click on the  displayed next to the Annual Reconciliation that you want to modify.

 Records of your payroll tax annual reconciliation lodgements are summarised below.

If you need to **cancel** your registration throughout the year, email payrolltax@sa.gov.au. We will open your annual reconciliation to allow you to cancel and lodge a final return.

Financial Year	Status	Expected Payments	Lodged Date	Lodged By	Due Date	
2017-2018	Submitted		14/07/2018 11:13	USERNAME		

3. To modify any details included in this annual reconciliation, click on the **Modify** button in the **Actions** section.

The screenshot shows a blue header bar labeled "Actions". Below it are three blue buttons with white text and icons. The first button has a download icon and is labeled "Download Summary", with the description "Generate a summary of this Annual Reconciliation in a report." The second button is labeled "Authorise Payment", with the description "Authorise and make payment for the Amount Due calculated in this Annual Reconciliation." The third button is labeled "Modify", with the description "Modify this Annual Reconciliation."

4. 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.

The screenshot shows a white dialog box with a grey border and a close button (X) in the top right corner. Inside the dialog, there is a warning icon (triangle with exclamation mark) followed by the text "Do you wish to create a new version of this Annual Reconciliation?". At the bottom of the dialog, there are two buttons: "OK" with a checkmark icon and "Cancel" with an X icon.

5. You will be taken to the **Status** screen. The data in the annual reconciliation screens will be populated based on the data you entered when you submitted the annual reconciliation.
6. 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).