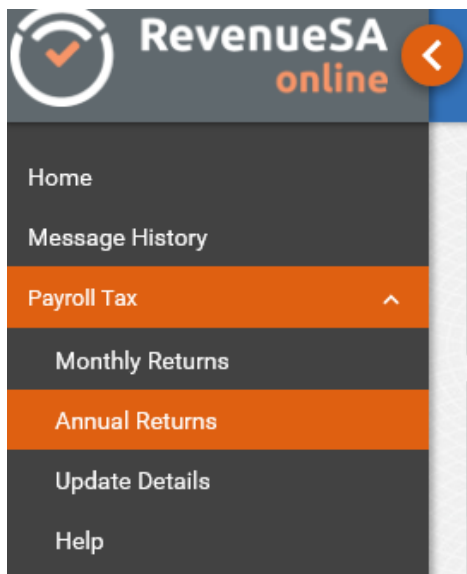



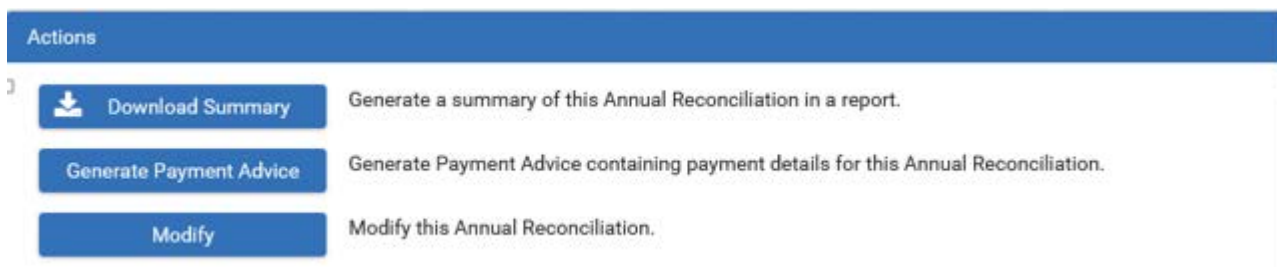


Generate Payment Advice to pay Annual Reconciliation by Electronic Funds Transfer (EFT), BPay or Cheque

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 pay/generate the **Annual Reconciliation Payment Advice**.
3. Click on the **Generate Payment Advice** button to commence downloading the **Payroll Tax Annual Reconciliation Payment Advice**.



- 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
15/10/2018 16:06	Download

- 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.
- Follow the payment instruction details specified on the **Payroll Tax Annual Reconciliation Payment Advice** when making your payment.