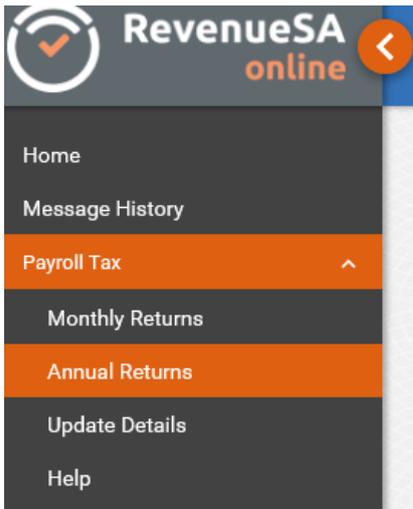




View/Download Annual Reconciliation Report

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 view or download the **Reconciliation Report** for.

 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. Click on the **Download Summary** button to download a summary of the details submitted for this annual reconciliation.

Actions	
 Download Summary	Generate a summary of this Annual Reconciliation in a report.
Authorise Payment	Authorise and make payment for the Amount Due calculated in this Annual Reconciliation.
Modify	Modify this Annual Reconciliation.

4. You will be asked whether you wish to **Open** or **Save** the **Reconciliation Report** (which is generated as a pdf file), select the appropriate option.
5. Once the **Reconciliation Report** has been downloaded and viewed, you will be able to print the report.