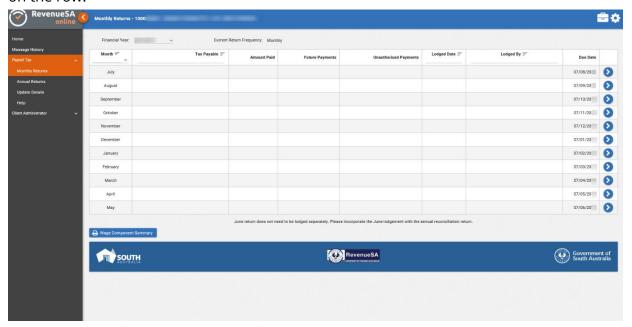


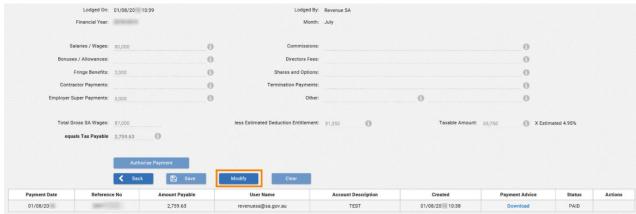
This Help guide provides steps on how to modify a monthly return for taxpayers who pay their payroll tax via electronic payment authority (EPA).

Modify a monthly return

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



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



3. Update the relevant wage component split category.

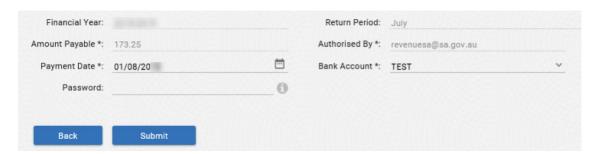




- 4. Once you click on the **Calculate** button, the system will display the **Total Gross SA Wages**, **Taxable Amount** and calculate the **Tax Payable**.
- 5. Review the information. If your modification has resulted in an overpayment, there will be no additional payment to authorise. Click on the **Save** button. 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 with full details of the overpayment.

If there is a further amount payable, click on the **Authorise Payment** button.

6. The **Payment Date** defaults to the current date. You can specify your payment date if you wish to schedule this to be paid on the due date.



Where you have multiple bank accounts you can select a **Bank Account** from the dropdown list.

Select Submit. The payment will be debited from your nominated bank account.



- 8. An additional return record will be created in the table. **Note:** If you have future scheduled a payment the Reference No and Receipt is not available until the payment date.
- 9. Click on the link to open the **Payroll Tax Return Declaration** which includes the lodgement details and payment receipt.

