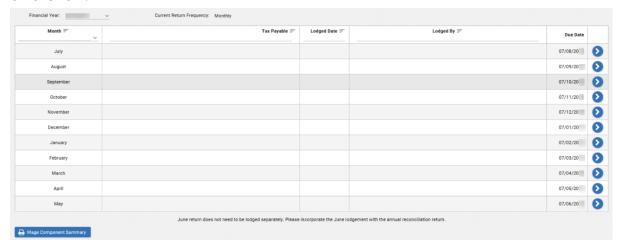


This Help guide provides steps on how to modify a payroll tax monthly return for taxpayers who pay their payroll tax via EFT or BPay.

Modify a monthly return - EFT or BPay

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.

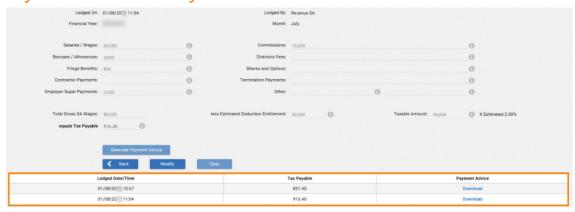
The system will automatically display the **Total Gross SA Wages**, **Taxable Amount** and calculate the **Tax Payable** once you have entered the wage data.

4. Review the information. Click on the **Generate Payment Advice** button or **Lodge Nil Return** button (if the calculation has resulted in \$0 payable).





5. An additional return record will be created in the table with the **Lodged Date/Time**, the **Tax Payable** calculated and **Payment Advice**.



6. Click on the link to open the **Payment Advice**.

If you have already made payment for this return take this into account and only make payment for the difference. Payment can be made either via EFT or BPAY. Payments made via EFT or BPAY must contain the correct payment reference number. This will ensure that the payment is allocated correctly.

If your modification has resulted in an overpayment 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.

