

Monthly returns are lodged online using RevenueSA Online www.revenuesaonline.sa.gov.au.

Payroll tax is due by the 7th of each month. Returns are accepted on the next business day when the 7th falls on a weekend or public holiday. Payroll tax return <u>lodgement dates</u> for the current financial year are available on RevenueSA's website.

If you are unable to pay it is important you contact <u>RevenueSA</u> before the due date to discuss options available to avoid or minimise penalties.

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

Lodge a monthly return

1. Once you have logged in to RevenueSA Online, select **Monthly Returns** from the payroll tax menu to lodge or view monthly returns. The available months for lodgement will display.

Month =	Tax Payable =	Lodged Date =	Lodged By =	Due Date	
July				07/08/20	•
August				07/09/20	€
September				07/10/20	€
October				07/11/20	•
November				07/12/20	•
December				07/01/20	•
January				07/02/20	•
February				07/03/20	•
March				07/04/20	•
April				07/05/20	•
May				07/06/20	(

Field	Description
Financial Year	This will default to the current financial year. To view prior financial year records select the year from the dropdown list.
Current Return Frequency	Displays your organisations current return frequency. This will either be monthly or annual. Where your organisation is on an annual return cycle no monthly returns will be available for lodgement.
Tax Payable	Displays the tax payable lodged for the return period.





Field	Description
Lodged Date	Displays the date and time of the lodgement. Where the return has been modified the latest date and time will display.
Lodged By	Displays the user who lodged the return. Where the return has been modified the latest lodged by user will display.
Due Date	Payroll tax is due by the 7 th of each month as displayed in the due date column.
Wage Component Summary button	The Wage Component Summary button will generate a report of the total wage components relating to monthly returns you have lodged to date for the financial year. If you use this for your annual reconciliation note that your wage component split will not have included June.

- 1. Access the monthly return you wish to lodge by clicking on the row.
- 2. Wages paid to apprentices and trainees are exempt from payroll tax for the **first 12 months** for apprentices and trainees that commenced a relevant Training Contract between **10 November 2020 and 30 June 2022 (inclusive)**. To claim the exemption, answer the following question when completing your monthly return:



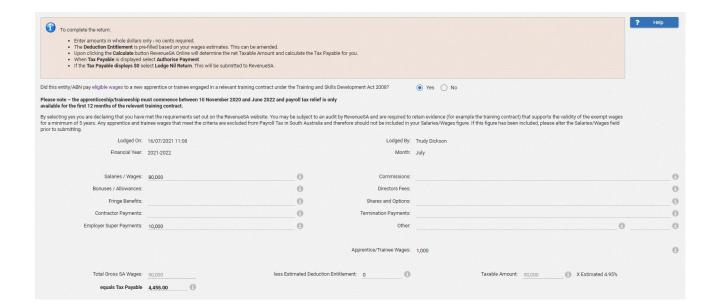
2. **Please note:** The wages paid to **eligible** apprentices and Trainees will need to be recorded in your wage component split in the Apprentice/Trainee Exempt Wages field (this does not impact your payroll tax liability).



3. Enter your wage component split in whole dollars for the month. If no salaries/wages were paid enter \$0. If no amounts were paid in a category you can leave the field blank. For more information about taxable wages refer to the <u>Payroll Tax Guide to Legislation</u>.



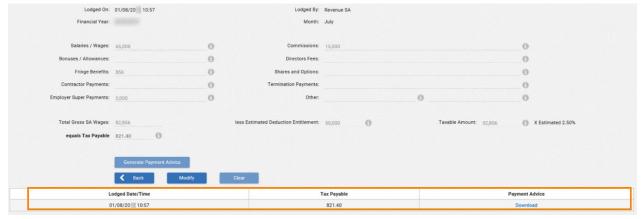




4. The Estimated Deduction is automatically populated and can be overridden if required.

The **Estimated Tax Rate** is based on your estimated wages. The system will automatically display the **Total Gross SA Wages**, **Taxable Amount** and calculate the **Tax Payable** once you have entered the wage data.

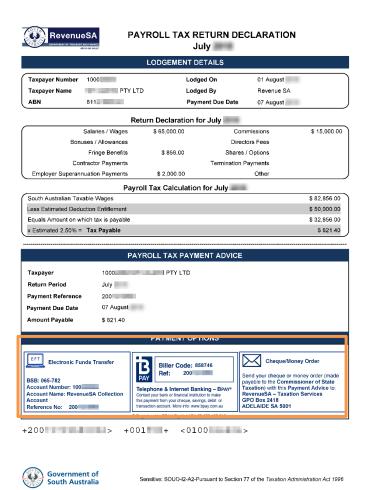
- 5. Review the information you have entered. Click on the **Generate Payment Advice** button or **Lodge Nil Return** button if the calculation has resulted in \$0 payable (If lodging a nil return a pop-up confirmation will display confirming you are reporting zero tax payable for the period. Click **OK** to proceed).
- A return record will be created in the table with the Lodged Date/Time, the Tax Payable calculated and Payment Advice.



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







If there is an amount payable refer to the payment options available to make your payment to RevenueSA. 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.

