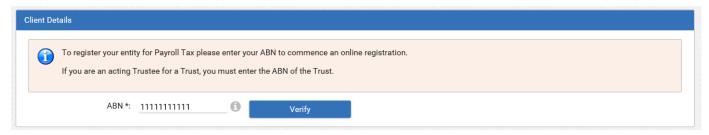


## **Payroll Tax**Registration – Organisation Details *Help*

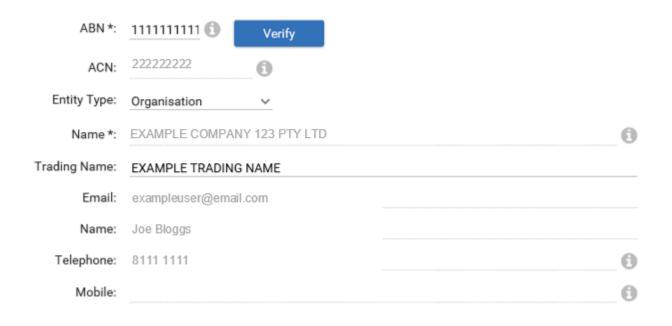


## **Client Details**

1. Enter your organisation's ABN in the ABN field and click Verify. Please note: If you are an acting Trustee for a Trust, you must enter the ABN of the Trust.



2. To simplify your online registration your ABN will be used to retrieve public information about your business, this data will pre-fill as you progress through the registration process. The contact information for the user entering the registration information is also displayed.

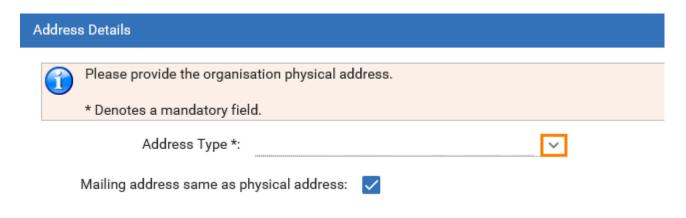






## **Address Details**

3. Select your Address Type for your organisation's physical address from the drop down list.



4. Enter your address details.

If **Australian** has been selected click **Search**. If the address cannot be found, select **Other** as this will provide individual fields for you to add the details manually. Search option is not available for overseas or other.



5. If your mailing address is the same as your physical address go to step 6.

If your mailing address is different to your physical address, uncheck the **Mailing Address** same as physical address box. Select the address type for your mailing address and enter your mailing address details.

6. Click on the button.

