



COVID-19 relief measures

The South Australian government announced [COVID-19 relief measures](#) for the return periods March 2020 through to November 2020.

Your business may be entitled to either a Payroll Tax Waiver or Deferral of monthly returns if adversely impacted by COVID-19. Please refer to help guide [COVID-19 Monthly Returns](#).

If your organisation is no longer impacted by COVID-19, and you choose to no longer defer your obligations, you have the option to apply for an extended payment plan to pay off any deferred amounts through to 30 June 2021. To apply for the Extended Deferral, please refer to help guide [Application for Extended Deferral](#).

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

Modify a monthly return – EFT, BPay or Cheque

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

Month	Tax Payable	Lodged Date	Lodged By	Due Date
July				07/08/2018
August				07/09/2018
September				07/10/2018
October				07/11/2018
November				07/12/2018
December				07/01/2019
January				07/02/2019
February				07/03/2019
March				07/04/2019
April				07/05/2019
May				07/06/2019

June return does not need to be lodged separately. Please incorporate the June lodgement with the annual reconciliation return.

Wage Component Summary

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

Lodged On: 01/08/2018 10:57 Lodged By: Revenue SA
 Financial Year: 2018-2019 Month: July

Salaries / Wages: 65,000 Commissions: 15,000
 Bonuses / Allowances: Directors Fees: Fringe Benefits: 856 Shares and Options: Contractor Payments: Termination Payments: Employer Super Payments: 2,000 Other:

Total Gross SA Wages: 82,856 less Estimated Deduction Entitlement: 50,000 Taxable Amount: 32,856 X Estimated 2.50%

equals Tax Payable 821.40

Buttons: Generate Payment Advice, Back, **Modify**, Clear

Lodged Date/Time	Tax Payable	Payment Advice
01/08/2018 10:57	821.40	Download

- 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.

- Review the information. Click on the **Generate Payment Advice** button or **Lodge Nil Return** button (if the calculation has resulted in \$0 payable).
- An additional return record will be created in the table with the **Lodged Date/Time**, the **Tax Payable** calculated and **Payment Advice**.

Lodged On: 01/08/2018 11:04 Lodged By: Revenue SA
 Financial Year: 2018-2019 Month: July

Salaries / Wages: 65,000 Commissions: 15,000
 Bonuses / Allowances: 3,800 Directors Fees: Fringe Benefits: 856 Shares and Options: Contractor Payments: Termination Payments: Employer Super Payments: 2,000 Other:

Total Gross SA Wages: 86,656 less Estimated Deduction Entitlement: 50,000 Taxable Amount: 36,656 X Estimated 2.50%

equals Tax Payable 916.40

Buttons: Generate Payment Advice, Back, **Modify**, Clear

Lodged Date/Time	Tax Payable	Payment Advice
01/08/2018 10:57	821.40	Download
01/08/2018 11:04	916.40	Download

- Click on the link to open the payment **Payment Advice**.

If you have made already made payment for this return take this into account and only make payment for the difference. Payment can be made either via EFT, BPAY or Cheque. 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.