

The process to lodge documents for an assessment by the Commissioner is different depending on whether the transaction is reportable for Commonwealth Reporting. See the [Opinion Documents and Commonwealth Reporting Requirements](#) page on RevenueSA's website for information on which transactions are reportable for Commonwealth Reporting.

Documents submitted for an assessment by the Commissioner

As you navigate throughout the process an onscreen progress bar will track your progress. **Help is available by selecting** the *Help* button (top right of screen) will return system help, specific to where you are in the progress bar.

You are able to exit at any time and resume the document later. The document will be saved as a draft and stored in the **In Progress** menu item for assessment.

You are encouraged to upload as much supporting documentation (e.g. copy of the contract). This will ensure we are able to assess your documents as efficiently as possible should we require further information.

See the [Stamp Duty Document Guide \(Opinion\)](#) for examples of supporting documentation.

For Commonwealth reporting transactions (system will be determined by the document type) then you will be required to invite the vendor into the transaction, unless you are representing both parties.


Once you click **Confirm** it will be submitted to RevenueSA and commence the assessment process. You will see the status of the document has updated to **Awaiting Assessment**. Once this status has been set you can no longer edit either the workspace or the Document.

Following the submission the document will be reviewed by RevenueSA, who will either issue a **Notice of Assessment** or a **Requisition**, requesting you to provide additional information. You will receive these via email and can also view them online.

If you receive a requisition, you can access this online and respond, either by uploading a response to the requisition or through typing a response online.

Once an assessment has been issued you are required to pay any outstanding fees, prior to being able to access Certificate of Stamp Duty.

You then **Complete Opinion** process in RevenueSA Online.

Please Note: The presence of the *bell*  in the menu names, this indicates that there is a document with an action required, either for payment or to reply to a requisition.

Who can I contact if I need help with my Opinion?

Please contact Rev Support via email or telephone. revsupport@sa.gov.au 8372 75348

Please also refer to the RevenueSA Online [Frequently Asked Questions](#) page and [Stamp Duty Document Guide \(Opinions\)](#) for further information.