

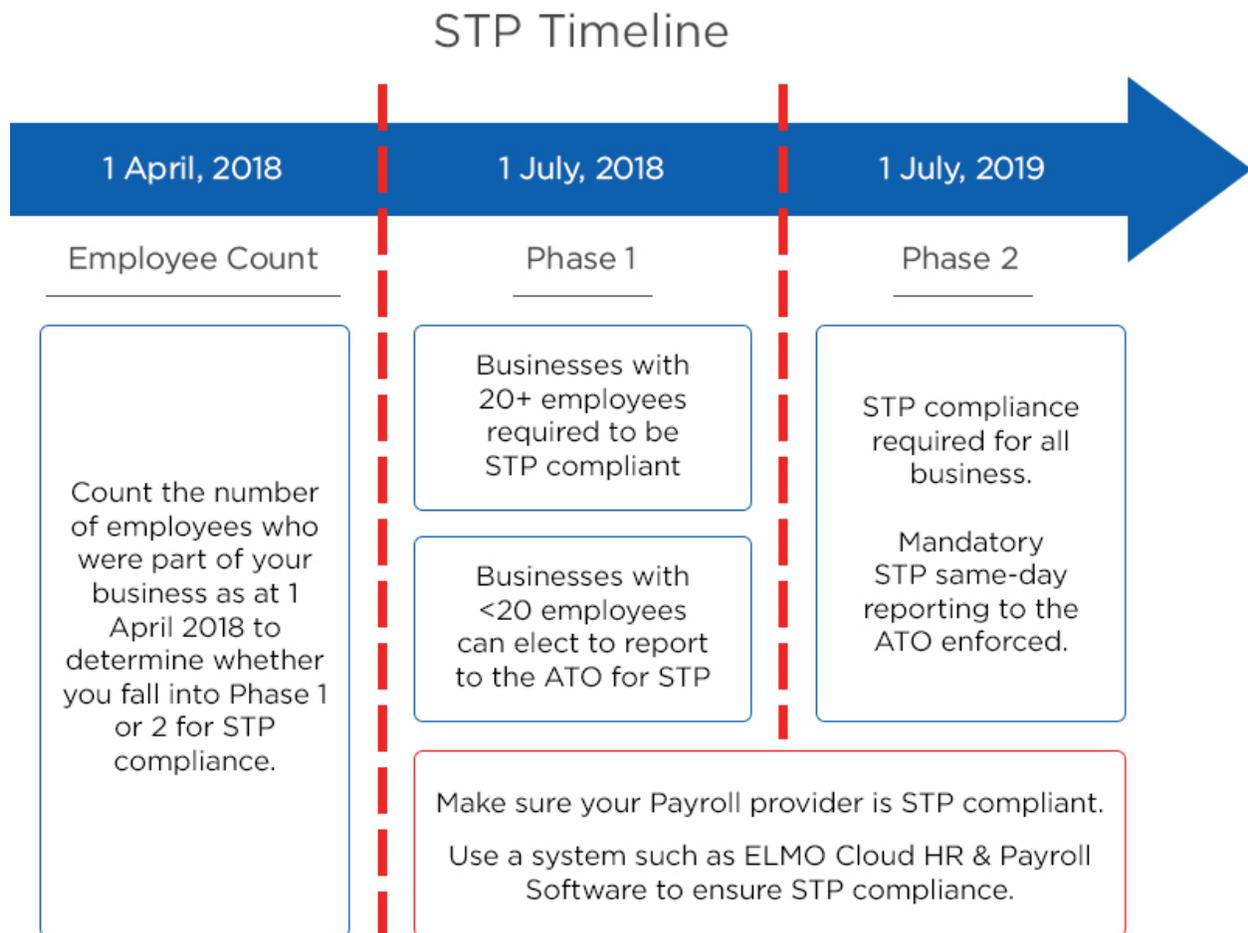


STP CHECKLIST



Is your business ready?
Use our checklist to ensure you are!

STP compliance will be mandated across two phases, with the timelines as set out below:



If you are using or looking to implement ELMO's Cloud HR & Payroll, the solution is already STP compliant.

Below is a handy checklist that you can use to help get your business ready:



BUSINESS CHECKLIST

- Allocate one dedicated person to become your company's expert on STP (typically a Payroll Manager or Finance Officer) who will be responsible for:
 - Managing the changes to your business
 - Ensuring data is up-to-date
 - Keeping on top of any legislative changes made via the ATO Website
 - Informing the right people in your business about the changes coming and what is needing to be done
- Check that your payroll provider is STP compliant:
 - If your current provider is not STP compliant, you will need to invest in a new STP compliant payroll solution, such as ELMO Cloud HR & Payroll, or apply for a deferral with the [ATO](#).
- Understand which of your payments made to employees will need to be reported to the ATO as part of STP:
 - Visit the ATO website to find out if the payments you make need to be reported through STP
 - Collate necessary information from your employees and/or ATO records for data checking
- Follow the ATO on [Facebook](#), [Twitter](#) and [LinkedIn](#) to get the most up to date changes made to STP.



DATA CHECKLIST: BUSINESS

- Ensure the accuracy of your business information stored within your payroll system (company name, ABN, address, phone number, email address)
- Check the accuracy of your business information held by the ATO and ensure it matches the information in your payroll system
- Ensure the accuracy of your employees' information stored within your payroll system (full name, tax file number, contact information, address, date of birth) as these payroll records must match ATO records, to ensure STP compliance.



DATA CHECKLIST: PAYROLL

- Ensure your payroll provider is correctly calculating PAYG, superannuation and wages
- Identify how over-payments are handled - all over-payments will now need to be reported to the ATO as part of STP Legislation



DATA CHECKLIST: EMPLOYEES

- Employees will need to register for an account on [myGov](#)
- Ensure the accuracy of their own employee information with Payroll (full name, tax file number, contact information, address, date of birth) as Payroll records *must* match the ATO records of that individual.



UPDATING STAFF

- Download a summary factsheet (PDF) from the [ATO Website](#) which will explain:
 - what is changing for employers
 - what employees need to do
- Provide notice to your employees about:
 - The changes that STP will bring to the business
 - How the changes will impact them

*To ensure the process is smooth, senior members of your business undertake the process, before filtering it through to the rest of the business.



KEEP TRACK OF ATO CHANGES

- Visit the [ATO website](#) and follow them on [Facebook](#), [Twitter](#) and [LinkedIn](#) to ensure you have the most recent information regarding STP

Once you have completed this checklist you will be able to ensure that all the data being sent to the ATO is correct and will help ensure STP data is not rejected by the ATO.

To find out more about why digital payroll solutions are paving the way under STP Legislation please visit the recent article written by ELMO's very own CEO, Danny Lessem which featured in Anthill Magazine [here](#).