

## Submitting a duty transaction

1. All **Accounts** are displayed on the home screen as follows:

Accounts

1234567 - Duty Transactions: TEST PTY LTD

7654321 - Payroll Tax: EXAMPLE PTY LTD

2. Click on your duty transactions account.
3. Click on the **Duty transactions** menu as follows:

🏠 Summary

👤 Manage users

📄 Manage user transactions

✎ Amend name

✉ Contact details

💰 Banking details

📅 Update Registration

📊 Financial Summary

📄 **Duty transactions**

🔍 Search Duty transactions

4. The manage duty transactions screen will display as follows:

Manage duty transactions

New duty transaction ▾

Discarded Drafts

SRO No.	Client reference	Dealing No.	Type	Parties	Processor	Created date
4951	LUETA		Other duty - Land use entitlement transfer - OPT	a a to f f	Nic	23/05/2017 9:56 AM

5. Click on the **New Duty Transaction** button as follows:

Manage Duty Transactions

New Duty Transaction ▾

6. Select the required duty transaction type as follows:

New duty transaction ▾

Property transactions

Trusts

Business transactions

Other transactions

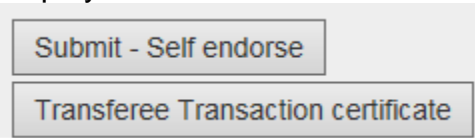
7. Complete all fields and click on the **Next** button until all screens are complete.
8. For **Optional transaction types (OPT)**, the following options will be displayed:

Submit - Self endorse

Submit for SRO approval

Transferee Transaction certificate

9. For **Mandatory Self Assessed (MSA)** transaction types, the following options will be displayed:



10. If the **Submit - Self endorse** button is clicked on, the declarations/confirmations screen will display as follows:

Declarations/confirmations

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**Total transaction amount: \$50.00**  
 The declarations/ confirmation page will be specific to the function selected and may contain:

- Disclaimers;
- Acknowledgements;
- Any other information that may need to be conveyed;
- A tick box or similar indicating that the user agrees and understands terms and conditions (as set out on page);
- Payment options, if applicable.
- For all transactions in case exemption is selected, need to have scanned or retained a copy of the instrument

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Cancel Submission

Accept & Submit

11. Click on the **Accept & Submit** button.  
 12. The confirmation screen is displayed as follows:

Thank you for submitting this transaction SRO#2001542

This transaction will be billed as part of your next scheduled invoice.

Stamping reference: 2001542-342

View Summary statement of Duty endorsed

Return to account

13. Click on the **Summary statement of Duty endorsed** button to view the summary statement as follows:

**TRO Agent's  
 Summary statement of Duty endorsed**

MR EXAMPLE  
 80 MAIN ROAD  
 HOBART TAS 7000

Client reference	123456456
Transaction number	2004738
Issue date	22 Jun 2017
<b>Total amount due</b>	<b>\$21 541.25</b>

The calculation of the amount endorsed is shown below.

**Duty Summary**

Parties to the transaction: TEST TO EXAMPLE

Transaction Type	Dutiable Value \$	Duty amount	Interest \$	Total \$
Property transfer	577 500.00	21 541.25	0.00	21 541.25

**Basis of assessment - Duties Act 2001**

Duty has been calculated on the unencumbered value of the dutiable property transferring. The unencumbered value is the value set by the Valuer-General and has been applied in accordance with section 248 of the Duties Act. If you dispute the value applied you will need to provide an independent valuation or other evidence in accordance with the Evidence of Value Ruling.

**Interest**

If interest is shown on this summary statement, it means that the transaction was not endorsed by the TRO Agent before the required due date. Rates of interest can be found on the State Revenue Office website, www.sro.tas.gov.au.

**Accuracy of this Notice**

Should you have concerns about the accuracy of this statement, in the first instance you should contact your representative to discuss the matter.