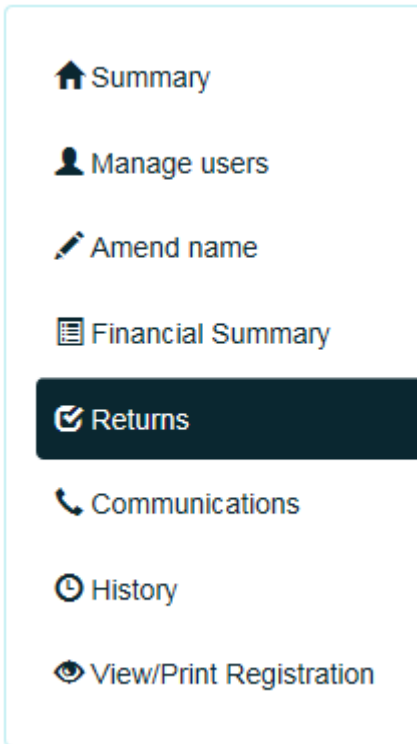


Submitting an annual return

1. Click on your account name from the home menu.
2. Click on the **Returns** menu as follows:



3. The **Manage Returns** screen displays as follows:

Manage Returns

Type	Period	Due Date	Submitted Date		
Annual	15/16	21/07/2016		Interim Payment	Submit
Periodic	Feb 16	07/03/2016	16/02/2016	View	Amend

[View full return history](#)

4. Select the **Submit** link of the annual return to submit.
5. Enter the return details.
6. Click on the **Submit** button.
7. The following screen is displayed:

Important information

Total Tax Payable: \$15,829.35

This return has been lodged after the due date. It is important that you pay the amount due on this return immediately. Interest at the combined market and premium rates is automatically charged on a non-compounding daily basis against overdue payroll tax debt. To confirm the amount of interest that may now be payable, please review your TRO account.
[See Interest Rates on SRO website.](#)

Acknowledgements

Employers must keep full and accurate financial records relevant to wages paid or payable by an employer to its employees (including payments to contractors). These records must be sufficient to enable the SRO to assess your liability for payroll tax.

Financial records would usually include details of any contracts, details of any payments (made to employees), salary records (of employees), accounting records, working papers to produce financial reports, and other similar documents.

There is no prescribed format or method for how records should be kept. That is, both physical and electronic records are acceptable.

We recommend that if you store your records electronically you make a backup copy to ensure the evidence is easily accessible if the original becomes inaccessible or unreadable – for example, where a hard drive is corrupted.

The records must be in English or easily convertible into English. If you make paper or electronic copies they must be a true and clear reproduction of the original.

The financial records must be kept for not less than 5 years after whichever of the following is the later:

- the date the record was made or obtained;
- the date of completion of the transaction or act to which the record relates.

By submitting this return you acknowledge that:

- All of the information is true and correct to the best of your knowledge;
- Penalties may apply for submitting false or misleading information; and
- An audit may be undertaken following the submission of your payroll tax return.

I understand and agree to the above acknowledgements.

[Return to previous screen](#)

[Submit \(pay outside Portal\)](#)

- Click in the acknowledgement checkbox.
- Click on the **Submit (pay outside Portal)** button.
- The acknowledgement screen is displayed as follows:

Thank you for submitting your return.

Total payable: \$15 829.35 due immediately

[Email payment details to me](#)

[Print payment details](#)

[Return to account](#)



Billers Code: 787945

Ref: 600504667903169

Telephone & Internet Banking - BPAY

Call your bank, credit union or building society to make this payment from your cheque or savings account. More info:

<http://www.bpay.com.au/>

Electronic Funds Transfer:

B.S.B. : 037-001 (Westpac)

Acc No : 268825

Acc Name :Revenue EFT

Ref No : 60050466790316

- Click on the **Return to account** link.
- The submitted date of the Annual return is displayed on the Manage returns screen.