

Viewing a duty transaction assessment notice as a PDF document

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 **Summary** menu item as follows:

Summary

Manage users

4. The outstanding assessments are displayed as follows:

Outstanding assessments

You have one or more outstanding assessments.

SRO No.	Type	Status	Balance	Due date	Options
5192	Property transfer	Issued	\$0.00	12/07/2017	PDF Pay

5. Click on the **PDF** button of the required assessment as follows:

Outstanding assessments

You have one or more outstanding assessments.

SRO#	Type	Status	Balance	Due date	Options
5044	Business sale including an interest in a lease or other dutiable property	Issued	\$38.25	12/07/2017	PDF Pay
5192	Property transfer	Issued	\$0.00	12/07/2017	PDF Pay

6. Click on the **Open** button as follows:

Do you want to open or save 8321239_SDIAssessmentNoticeSRO_3700.pdf (112 KB) from cvproject2.treasurytest.local?

Open

Save

Cancel

x

7. The notice of assessment is displayed as follows:

The screenshot shows a PDF document from the State Revenue Office, Department of Treasury and Finance. The document is titled "Notice of Assessment Duty" and is addressed to TEST PTY LTD, 10 WINDHET ROAD, HOBART TAS 7000. It details a duty assessment of \$38.25, with a total amount due of \$38.25. The notice includes a table of assessment details, a section on interest, a section on legal advice, and a section on the assessment of this notice. It also provides a preferred payment option and a barcode at the bottom.

State Revenue Office
Department of Treasury and Finance

TEST PTY LTD
10 WINDHET ROAD
HOBART TAS 7000

Duty Assessment

Duty assessed	\$	0.00
Interest		0.00
Penalty tax		0.00
TOTAL amount assessed		0.00
Payments less Refunds		0.00
Collection Fees/Adjustments		38.25
TOTAL amount due		38.25

Notice of Assessment
Duty

Account number 7654321
Transaction number 5044
Date assessment issued 11 Apr 2017
Amount due \$38.25
Pay by 12 Jul 2017

Interest
Payments that are not made by the pay for date will be charged the combined market and interest rates of interest, currently 10.25 per cent per annum. This will be added to any other interest charges that may have been previously applied.

Penalty tax
Penalty tax, or additional penalty tax, may also be applied when payment is not made by the pay for date.

Legal advice
The Commissioner of State Revenue may take legal action, at your cost, to recover any amount unpaid after the pay for date by serving your debt collection agency; this action has no cost effect your credit rating.

Assessment of this Notice
Should you have concerns about the accuracy of this notice, in the first instance you should contact the State Revenue Office.

Preferred payment option
This is the preferred option for fee, online payments. See over for details.

Account number 7654321
Transaction number 5044
Amount due \$38.25
Pay by 12 Jul 2017