

## Viewing a summary statement of endorsed duty

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 **Duty transactions** from the 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
	123456789	XXXXX	Property - Vesting of property - OPT	Fred Example to Mary Example	Nic	23/05/2017 11:10 AM

Drafts

SRO No.	Client reference	Dealing No.	Parties	Processor	Created date	Type
			to	Nic	15/05/2017 2:35 PM	Other duty - Lease - OPT <a href="#">Open</a>
	Business 24	N23456	Bunnings to a a	LI	11/04/2017 9:00 AM	Business - Sale of business with lease - OPT <a href="#">Open</a>

Waiting for authorisation

SRO No.	Client reference	Dealing No.	Type	Parties	Processor	Status	Action date
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Submitted to SRO

SRO No.	Client reference	Dealing No.	Type	Parties	Processor	Status	Action date
4951	LUETS		Other duty - Land use entitlement transfer	a a to f f	Nic	Awaiting SRO processing	14-Jun-2017 <a href="#">View/update</a> <a href="#">Mail</a>

5. Click on the **New duty transaction** button as follows:

## Manage duty transactions

New duty transaction ▾

6. Select the required transaction.
7. Complete all fields and click on the **Next** button until all screens are complete.
8. Click on the **Submit - Self endorse** button.
9. The declarations/confirmations screen will display as follows:

## Declarations/confirmations

### 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

Cancel Submission

Accept & Submit

10. Click on the **Accept & Submit** button.
11. If the **Cancel Submission** button is selected, the transaction is unable to be amended.
12. The confirmation screen is displayed as follows:

Thank you for submitting this transaction SRO#2001542

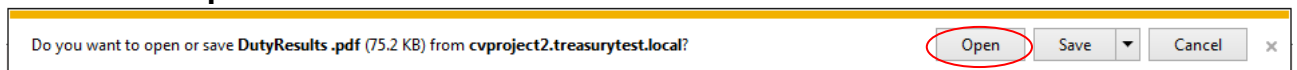
This transaction will be billed as part of your next scheduled invoice.

Stamping reference: 2001542-342

View Summary statement of Duty endorsed

◀ [Return to account](#)

13. Click on the **View Summary statement of Duty endorsed** button.
14. Click on the **Open** button as follows:



15. The summary statement is displayed as follows:

## TRO Agent's Summary statement of Duty endorsed

TEST TRUST AS TRUSTEE FOR TEST  
TRUST  
80 ELIZABETH ST  
HOBART TAS 7000

Client reference	123456789
Transaction number	2001569
Issue date	23 May 2017
<b>Total amount due</b>	<b>\$50.00</b>

The calculation of the amount endorsed  
is shown below.

### Duty Summary

Parties to the transaction: TEST TRUST AS TRUSTEE FOR THE TEST TRUST

Transaction Type	Dutiable Value \$	Duty amount	Interest \$	Total \$
Basic trust	0.00	50.00	0.00	50.00

#### Basis of assessment - Duties Act 2001

Duty has been calculated on the transaction on the basis that the transaction is not a declaration of trust over dutiable property or does not result a vesting of dutiable property.

#### 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](http://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.