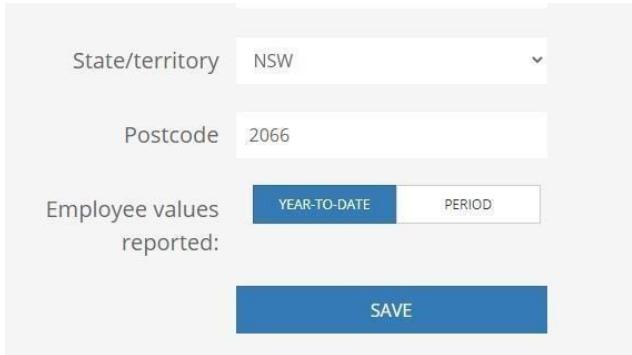


# EOFY Single Touch Lite\*\* - Direct Entry

\*\*If you are using our Single Touch **Portal** (reporting through a payroll system), **do not follow these instructions**.

Please follow the instructions below to finalise your entity on STP Lite after you sent your last pay event of the financial year **2020-2021** or if there was a problem on your EOFY.

1. Go to Entity→view entity→Click on Details and change your entity to year-to-date mode, then save:



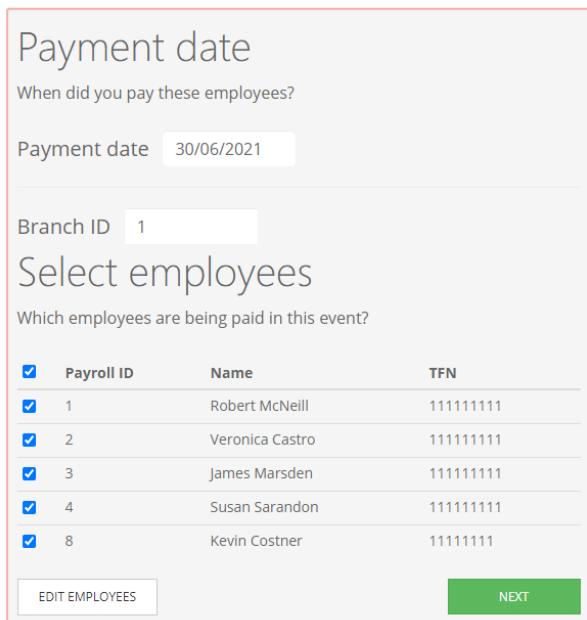
State/territory NSW

Postcode 2066

Employee values reported: **YEAR-TO-DATE**

**SAVE**

2. Click on STP event→direct entry→start new event.
3. Type the payment date as 30.06.2021, **do not use any payment date rather than 30/06/21**.
4. Please **tick all of your employees**, including those who were previously terminated in the financial year 2020-2021.



Payroll ID	Name	TFN
1	Robert McNeill	1111111111
2	Veronica Castro	1111111111
3	James Marsden	1111111111
4	Susan Sarandon	1111111111
8	Kevin Costner	1111111111

**EDIT EMPLOYEES**      **NEXT**

5. Enter dates *Pay period start date* and *Pay period end date* of the financial year, exactly as your last pay event of the financial year (2020-2021). See screenshot in step 6.

6. Leave W1 and W2 as zero “0”.

STP event information

Branch ID	1	Pay period start	15/06/2021	Pay period end	30/06/2021	Period W1	0	Period W2	0
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7. Tick **Final event/EOFY** for all of your employees.  
 8. Double check your employee's figures and JobKeeper Top up, make sure they are all correct YTD figures, if not please amend them. Please note figures on this page should be final figures and this is exactly how it would appear on ATO's Portal (after 72 hours).

**Employees**

Employee values for these records must be year-to-date values (cumulative totals from 1 July)

Employee name	Payroll code	Final event/EOFY	Gross pay (INB)	PAYG (INB)	SGC	Other allowance description 1	Other allowance description 2	Other allowance description 3	Other allowance description 4
Robert McNeill	1	<input checked="" type="checkbox"/>	55000	3600	1234	JOBKEEPER-START-FN01	0	JOBKEEPER-TOPUP	12500
Veronica Castro	2	<input checked="" type="checkbox"/>	38000	3845	4567	JOBKEEPER-START-FN01	0	JOBKEEPER-TOPUP	12345
James Marsden	3	<input checked="" type="checkbox"/>	62000	5000	987	JOBKEEPER-START-FN01	0	JOBKEEPER-TOPUP	5678
Susan Sarandon	4	<input checked="" type="checkbox"/>	24000	1000	654	JOBKEEPER-START-FN06	0	JOBKEEPER-TOPUP	1234
Kevin Costner	8	<input checked="" type="checkbox"/>	25000	1150	321	JOBKEEPER-START-FN12	0	JOBKEEPER-TOPUP	4567

9. Press next, and double check your summary.

 ENTITIES STP EVENTS BAS/TAX AGENT SUPPORT  LOGOUT

## Event summary

### STP data prepared

Your data has been prepared and is ready to send to the ATO.

[VIEW SUMMARY](#)

Please check the following information before sending.

#### Possible data errors

Your data either has a zero or negative W1 or W2 value. W1 is the sum of gross pay for your employees in this period. W2 is the sum of tax paid in the period. If you think this is OK and you are certain that your W1 and W2 values are correct, please continue, otherwise please fix your csv file values and upload again or go back to fix your data entry values.

10. Choose this pay event is an **update pay** event and ignore Possible data errors.



### STP data prepared

Your data has been prepared and is ready to send to the ATO.

[VIEW SUMMARY](#)

Please check the following information before sending.

#### Possible data errors

Your data either has a zero or negative W1 or W2 value. W1 is the sum of gross pay for your employees in this period. W2 is the sum of tax paid in the period. If you think this is OK and you are certain that your W1 and W2 values are correct, please continue, otherwise please fix your csv file values and upload again or go back to fix your data entry values.

#### Event type

Your file does not contain any W1 or W2 values. If this pay event is not an Update Event updating values for a pay period already reported, please select Pay Event below.

[PAY EVENT](#)

[UPDATE EVENT](#)

11. Doublecheck and make sure payment date is not after 30/06/2021 → Click on declaration and send it to ATO.

Payment date

The date you paid the employees contained in the event file.

Payer declaration

Tick this box to sign the declaration with the credentials you used to login and to authorise lodgement with your approved sending service provider's AUSkey.

Declaration

I am notifying the ATO that:

- Single Touch Pty Ltd provides my business with lodgment transaction services; and
- my business, for the purposes of its transactions with the ATO via the SBR channel, sends (and receives) those transactions to (and from) the ATO via Single Touch Pty Ltd

I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration.

12. Once you completed steps 1-11, you can change the reporting mode to "Period" if this is of your preference. Please go to Entity → View Entities → Click "Details" and select "PERIOD", then "Save".

Suburb

Lane cove

State/territory

NSW

Postcode

2066

Employee values reported:

YEAR-TO-DATE
PERIOD

13. After 3 business days go to your STP Events → History → check if ATO has accepted your pay event, if it's been accepted, click on the summary → then download CSV and save it as your EOFY record.