

Year End Payroll Checklist

The following is provided to assist payroll staff at this hectic time of the year:

- Issue PAYG Payment Summaries to each payee by 14 July 2009.
- Send Payment Summary Reconciliation Report to the Tax Office by 14 August 2009.
- When payroll has been reconciled complete and lodge a reconciliation report in accordance with the relevant state or territory payroll tax office requirements.
- Check and delete any PAYG withholding tax variations that were in place for the 2009 year.
- Enter any new PAYG withholding tax variations that apply from 1 July 2009.
- Revise any termination worksheets used for redundancies to the new tax-free limits and ETP caps.
- Upload the new payroll software to apply from 1 July 2009 and confirm that it includes the new tax rates.
- Ensure superannuation contributions are coded (as your system requires) to meet the new reportable obligations.
- Review coding for superannuation OTE changes and in particular pay in lieu of notice obligations.
- Change internal paperwork for new payroll tax rates and thresholds.
- Review which states and territories staff are employed in and make sure you have payroll tax and WorkCover registrations in place.
- Obtain a copy of the lodged FBT return for use for the payroll tax and WorkCover annual returns.
- Note any changes in what must be declared for payroll tax and WorkCover purposes between last year and this income year.
- Obtain copies of any new tax forms, eg TFN declarations and withholding declarations.
- Review staff who have left in the 2008/09 income year after 31 March 2009 and check whether they will have reportable fringe benefits for the 2009/10 income year. (There will then be a need to issue a payment summary at next income year-end.)
- Review the list of reportable fringe benefits to make sure none are below the disclosure level ($\$2,000 \times 1.8692 = \$3,739$).
- Check any staff overpayments have been reversed out of wages and coded as a loan before printing payment summaries.