

# GET YOUR BUSINESS STPR READY

1 July 2019 marks the date when all employers in Australia must adopt [Single Touch Payroll Reporting \(STPR\)](#). To help smaller businesses prepare for this significant change to payroll processes, BDO has developed a five-step checklist.

## 1. GET ON THE SYSTEM

*Make sure your software is STPR-enabled and experiment. This gives you time to comply with new reporting.*



## 2. TALK WITH YOUR SOFTWARE PROVIDER

*STPR requires companies to use [cloud-based integrated accounting and payroll software](#).*

*Your provider can take you through how your STPR system is set up, including how to update information or correct mistakes.*



## 3. CONTACT THE ATO

*Review the wealth of resources on the Australian Tax Office's (ATO) website (including monthly webinars).*

*Contact the ATO if you have any questions.*



## 4. MAKE YOUR EMPLOYEES AWARE OF STPR

*The new regulations will mark a significant change for employees, making education and training essential.*

*All payroll information (including employer contributions to superannuation) will be available through myGov.*



## 5. REVIEW YOUR PEOPLE AND PROCESSES

*Many businesses, particularly smaller ones, are using outdated legacy systems.*

*If you're manually entering data (e.g. employee time and attendance), consider an electronic system to integrate with STPR.*



Note that although 1 July is the deadline set for employers, the ATO has indicated they do not expect to see reports until 30 September. If you need more time, the ATO has a comprehensive deferral process available via the ATO website.

For more information on how to get STPR ready, please contact a [member of our team](#).

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