

Group Management

Use this form to change your employer status and group structure for Payroll Tax purposes.

In the Self Service Portal, click the **Edit** symbol next to your Employer Status on the Home Page.

Home

Dog Storm Training (5555555556) ▼

📁 PAYROLL

Account Balance \$765,802.99 !

Monthly Return History (Last 5)

RETURN PERIOD	PAYMENT DUE DATE	TOTAL PAYABLE	PAID AMOUNT	BALANCE	STATUS

Payroll Tax Details

- ✎ **Employer Status** Group Member (lodging itself) in Group Number: 4594
- ✎ **Contact Person** Jane Citizen
0400000000
j.citizen@email.com
- ✎ **Postal Address** PO Box 123
Canberra, ACT, 2600
- ✎ **Business Trading Name** Dog Storm Training

Create a New Group

If you are not currently part of a Payroll Tax Group, click **Create Group**.

You are not currently a part of a Payroll Tax Group

CREATE GROUP

In the pop-up window, add your organisation's membership details by selecting an appropriate **Group Role** and **Grouping Reason** from the drop-down lists. Then click **Save**.

Add Member Details

ABN *

Organisation Name

Group Role *

Grouping Reason *

Other Grouping Reason

Your employer status relates to whether you are or are not part of a group. This impacts your ability to claim the tax-free threshold and how much of the threshold you can claim.

Independent Employer - An independent is not part of a payroll tax group and is entitled to claim the threshold.

Designated Group Employer - As only one member of a group is allowed to claim the threshold, the members of the group can nominate one member to claim the payroll tax threshold. This is known as the Designated Group Employer (DGE). The DGE must be approved by the Commissioner.

A group may elect for the DGE to lodge a Joint Return on behalf of particular or all group members. In this instance, the DGE is known as a Joint Return Lodger (JRL). Where a DGE is a JRL, all members taxable wages are recorded on the one return and this member is entitled to claim the threshold. Only an approved DGE can apply to be a JRL.

Those members of the group included in a JRL nomination (known as Group Members) are not required to lodge monthly and annual returns. All other taxpayers who are part of the group, but not included in the JRL nomination, are required to lodge monthly and annual returns as an ordinary Group Member (Lodging Itself).

Group Member (Lodging Itself) - Is an employer who pays taxable wages in the ACT and is part of a group. An ordinary Group Member is not allowed to claim the threshold and payroll tax is calculated at the relevant rate multiplied by their ACT taxable wages.

For more information about Payroll Tax grouping, visit <https://www.revenue.act.gov.au/payroll-tax>.

Select an **Effective Date** for the grouping changes.

Effective Date *

Select Year ▼ Select Month ▼

Update an Existing Group

Note: If your group has a Designated Group Employer (DGE), only the DGE can edit the group structure.

Your current group structure is displayed in the Group Management form.

DGE	JRL	ORGANISATION NAME	ABN	GROUP ROLE	START DATE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Maxi's Treats	12121212121	Group Member	01 Sep 2021
<input type="checkbox"/>	<input type="checkbox"/>	Dog Storm Training	55555555556	Group Member (lodging itself)	01 Sep 2021

To update an existing group, click **Update Group**.

UPDATE GROUP

Indicate the group **Effective Date** by selecting a Year and Month from the drop-down lists.

Effective Date *

Select Year ▼ Select Month ▼

Add/Edit ACT Group Members

Note: To add a group member, they must not be part of another group and they must be registered for Payroll Tax with the ACT Revenue Office, i.e. have a six-digit CRN.

Add an ACT Group Member by clicking on the **Add ACT Group Member** button. Include all registered ACT payroll tax group members and their roles.

ADD ACT GROUP MEMBER

In the pop-up window, enter details about the registered group member, then click **Save**.

Add ACT Group Member

ABN *

Group Role *

Grouping Reason *

Other Grouping Reason

Indicate the Designated Group Employer and the Joint Return Lodger, if applicable, by ticking the respective boxes. Please note, there can only be one Designated Group Employer (DGE) in a group.

	DGE	JRL	ORGANISATION NAME	ABN	GROUP ROLE	START DATE	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Maxi's Treats	12121212121	Group Member	01 Sep 2021	
	<input type="checkbox"/>	<input type="checkbox"/>	Dog Storm Training	55555555556	Group Member (lodging itself)	01 Sep 2021	

Add/Edit Non-ACT Group Members

In the Non-ACT Group Member section, other members can be listed by clicking on **Add Non-ACT Group Member**. In this section please include all other group members (businesses not trading in the ACT or overseas organisations).

ADD NON-ACT GROUP MEMBER

In the pop-up window, select Yes or No for **Overseas Member** and complete the mandatory fields. Then click **Save**.

Add Non-ACT Group Member

Overseas Member YES NO

Registered Name *

Overseas Member Registration Number

ABN *

Country

State *

Submit the Group Management Request

It is possible to attach supporting documentation to the request; simply drag and drop into the cloud box or click on the cloud to browse and choose a file from a local drive.

Supporting Documentation

Supporting documents can be attached to your request if required. Attached documents can be in PDF, Word or Excel format. Each document can be a maximum of 2MB in size and total file size for all attached documents cannot exceed 5MB.



Drop files here to upload or choose file

When the request is complete, click **Next**.

Review all details on the Summary page and then tick the declaration check box. Click **Submit**.

Declaration

First Name: Georgie
 Last Name: Clark
 Organisation: Maxi's Treats
 Position: White Water Rafting Guide
 Contact Phone: 04 2222 2222
 Email Address:

I declare that this information is true and correct to the best of my knowledge.

Privacy Notice

The Commissioner and staff at the ACT Revenue Office are dedicated to protecting your personal information and informing you of how we collect, hold, use and disclose it. The information we collect helps us determine whether you have a tax liability, or an entitlement for a grant, exemption or concession; or to ensure the efficient lodgement and refunding of rental bonds. It may be disclosed to third parties with your consent, or as permitted by law. Our privacy policy is available on our website. It explains how we manage information, how you can access and correct your personal information and our process for handling complaints.

[BACK](#)

[SUBMIT](#)

You can view historical requests in **Activity History**, by clicking on the PDF icon.

ACTIVITY DATE	ACTIVITY TYPE	ABN	ORGANISATION NAME	DESCRIPTION	
03 Mar 2022	Group Management Update	12121212121	Maxi's Treats	Your Payroll Tax Group Update has been successfully submitted, Transaction Reference Number: 735336174301	

The ACT Revenue Office will review the Group Management request and, once approved, the details will be updated in the Payroll Tax Details zone on the Home page and on the Group Management screen.