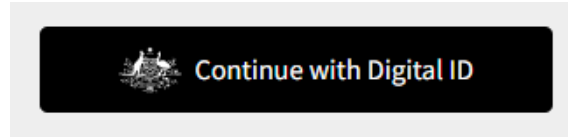
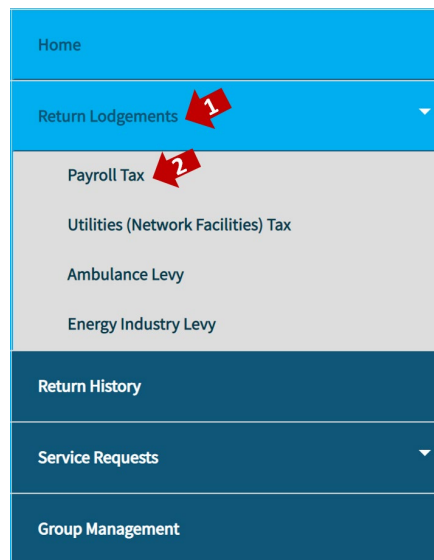


Lodge a Payroll Tax Return

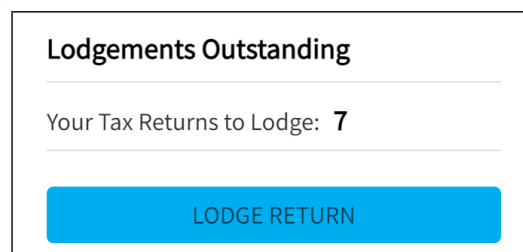
Log into the Self Service Portal.



From the Main Menu, navigate through Return Lodgements, then choose Payroll Tax.



Alternatively, you can click 'Lodge Return' in the Lodgements Outstanding section on the home screen.





A Payroll Tax Return Form will display with your registered details.

Lodge Payroll Tax Return

* Mandatory Fields

CANCEL DISCARD SAVE AND EXIT

Use this form to complete your self-assessment of your Payroll Tax liability

Taxpayer Details

Choose a Taxpayer: Maxi's Treats (12121212121) ?

Organisation Name: Maxi's Treats ?

Australian Business Number (ABN): 12121212121 ?

Client Reference Number (CRN): 456409 ?

Return Type

Monthly Return No Annual Lodgements Available

Mar 2021

[I want to submit a more recent period](#)

Monthly returns are used for all months from July to May. At the end of the financial year, the annual reconciliation return type is used and requires the declaration of wage figures for the entire financial year. There is no separate monthly return for June. You can only submit an annual return when all monthly returns have been lodged.

Note: if you are an approved annual lodger, you are not required to lodge any monthly returns.

Click **Save and Next**.

SAVE AND NEXT

Proceed with entering the Wages / Reconciliation information. Note that each of these is a mandatory field and requires at least a zero (0) to be entered.

Wages / Reconciliation ↑

(01 Mar 2021 - 31 Mar 2021 / Member of a group lodging for itself / Group Number: 4594)

ACT Wages Paid or Payable

Record your ACT taxable wages in accordance with your employer status for this period. Enter \$0 for any wage category that does not apply to your organisation.

| | | | |
|---------------------------------|--|--|--|
| Salaries and Wages * | <input type="text" value="\$ 234,567"/> | Value of Benefits * | <input type="text" value="\$ 0"/> |
| Bonuses * | <input type="text" value="\$ 6,110"/> | Share/Options Value * | <input type="text" value="\$ 0"/> |
| Commissions * | <input type="text" value="\$ 7,050"/> | Service Contracts * | <input type="text" value="\$ 0"/> |
| Allowances * | <input type="text" value="\$ 0"/> | Superannuation * | <input type="text" value="\$ 25,803"/> |
| Directors' Fees * | <input type="text" value="\$ 0"/> | Other Taxable Payments * | <input type="text" value="\$ 0"/> |
| Eligible Termination Payments * | <input type="text" value="\$ 0"/> | | |
| ACT Taxable Wages * | <input type="text" value="\$ 273,530.00"/> | Exempt Wages (ACT wages not included on this return) * | <input type="text" value="\$ 0"/> |

- An **Independent Employer** (non-group member) should enter the total ACT wages for the selected period.
- A **Designated Group Employer (DGE)** lodging a joint return for other ACT group members should enter the combined ACT wages for itself and the other ACT group members for the selected period.
- A **member of a group lodging a return for itself** (but is not the nominated DGE in the ACT or covered under an approved joint return of a DGE) should enter its own ACT wages for the selected period.

Click **Save and Next**.

SAVE AND NEXT

Depending on your current employer status, you may be asked if you want to claim the ACT proportion of the threshold. Select **Yes** or **No**.

Monthly Return

Based on your employer status, you have the option of claiming the ACT proportion of the tax-free threshold.

Are you claiming the ACT proportion of the threshold? *

YES NO

If your organisation is grouped for Payroll Tax purposes, only one member of the group (also known as the Designated Group Employer) can claim the ACT proportion of the tax-free threshold.

If you are claiming the threshold, enter the Australia-wide Group Wages and Group ACT Wages as requested.

| | | |
|--|----------------------|----|
| Group ACT Wages * | <input type="text"/> | \$ |
| Australia-wide Group Wages incl. ACT * | <input type="text"/> | \$ |

Then click **Save and Next**.

SAVE AND NEXT

The Lodgement Summary page will display. Review all details to ensure they are correct.

Payroll Tax Lodgement Summary

Lodgement Date 03 Mar 2022

Taxpayer Details

Organisation Name Maxi's Treats
Australian Business Number (ABN) 12121212121
Client Reference Number (CRN) 456409

Return Type

Return Type Monthly Payroll Tax Return
Return Period Mar 2021

Wages / Reconciliation (01 Mar 2021 - 31 Mar 2021 / Member of a group lodging for itself / Group Number: 4594)

ACT Wages Paid or Taxable

| | |
|--------------------|--------------|
| Salaries and Wages | \$234,567.00 |
| Bonuses | \$6,110.00 |
| Commissions | \$7,050.00 |

If the information needs to be edited, click the Back button at the bottom of the form.

[BACK](#)

When all details are correct, tick the declaration check box, then 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.

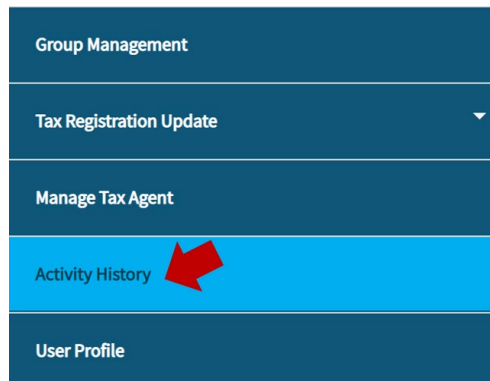
Privacy Notice

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](#)

To view the submitted return, click on Activity History in the Main Menu.



Click on the PDF icon to download and view the lodgement form and view payment details.

| ACTIVITY DATE | ACTIVITY TYPE | ABN | ORGANISATION NAME | DESCRIPTION | |
|---------------|-----------------------|-------------|-------------------|--|--|
| 03 Mar 2022 | Lodgement & Amendment | 12121212121 | Maxi's Treats | Your Payroll Tax Lodgement has been successfully submitted, Transaction Reference Number: 107326589880 |  Download PDF |



Payment details are visible at the top of the Lodgement form.



Payroll Tax Lodgement

Transaction Reference Number 107326589880
Lodgement Date 3 March 2022

Total Amount Payable \$ **3,159.34**

| | | | | | |
|--|-----------------------|-----------|--|--------------------|------------------|
| | BSB | 037-844 | | Biller Code | 828442 |
| | Account Number | 023456409 | | Ref. Number | 0234564090320212 |