Setting up Single Touch Payroll reporting

AccountRight Plus and Premier (v2018.2 and later), Australia only

Not using AccountRight 2019? See the help for MYOB Essentials | MYOB AccountEdge | MYOB AccountRight v19.

Single Touch Payroll (STP) is a simple way to report your employees' payroll information to the ATO and keep your business compliant. Tell me more about STP.

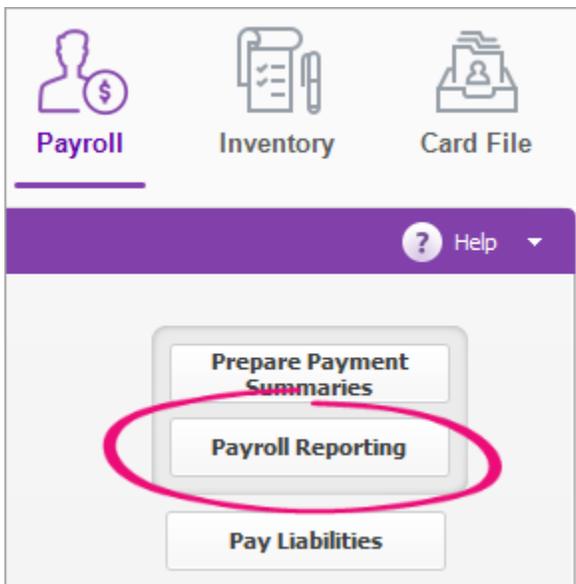AccountRight helps you get STP ready—here's what's involved:

Ready to get started?

To start reporting your payroll information via STP from 1 July, we recommend finishing your last pays for June and preparing your payment summaries. Once that's out of the way, you're ready to set up STP for the new payroll year.

You'll need an internet connection to complete the setup, but your company file doesn't need to be online.

To get started, go to the **Payroll** command centre and click **Payroll Reporting**.

What you need to do

1. Check company and employee details meet ATO requirements.
2. Assign ATO reporting categories to your payroll categories.
3. Connect to the ATO to allow payroll info to be submitted.

If you pay employees on multiple company files, you need to follow these steps to set up STP for each file.

You'll need an MYOB subscription for each file you want set up – to purchase additional subscriptions, please call MYOB on 1300 555 151 (Australia) or 0800 60 69 62 (New Zealand).

Get your employees to set up a myGov account so they can access their year-to-date payroll info and end of year summary.

FAQs

How do I know if I'm set up for STP?

What happens after I'm set up for STP?

Related topics

Task 1 - Check payroll details

Task 2 - Connect to the ATO

Assign ATO reporting categories

Add a declarer for Single Touch Payroll reporting

What happens after setting up Single Touch Payroll