

Single Touch Payroll (STP) Checklist

[Single Touch Payroll \(STP\)](#) is now legislated for all businesses (including micro-employers, 1-4 employees) from 1 July 2019. This means many small businesses will need to make the transition over to cloud accounting software, so they can meet their STP reporting obligations. Make sure you get the following employee information ready well ahead of the deadline, to make the transition to cloud accounting software as smooth as possible.

<input checked="" type="checkbox"/>	Info	Details
	Full Name	
	D.O.B	
	Address	
	Email	
	Tax File Number (TFN)	
	TFN Declaration Form Items 7-11	7) Yes No 8) Yes No 9) Yes No 10) Yes No 11) a) Yes No b) Yes No
	Superannuation Details	Fund Name: Address: Member #: SPIN:
	Leave Balances	Annual Leave: Personal/Sick Leave: Long Service Leave: Time in Lieu:

Once you've retrieved this information for each of your employees, you've got what you need to get on the cloud! Contact CFO2Go to see how we can set you up, get your business STP-compliant and transform the way you do business.

Phone 08 9301 2200 or visit www.cfo2go.com.au.