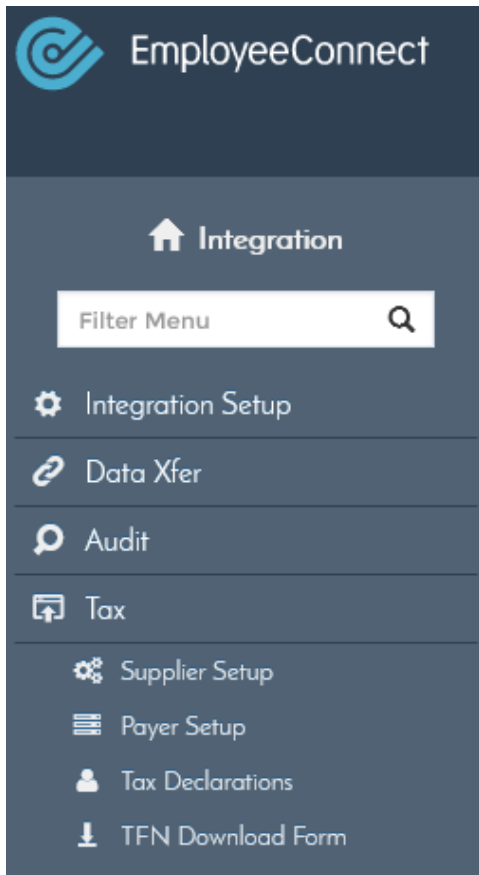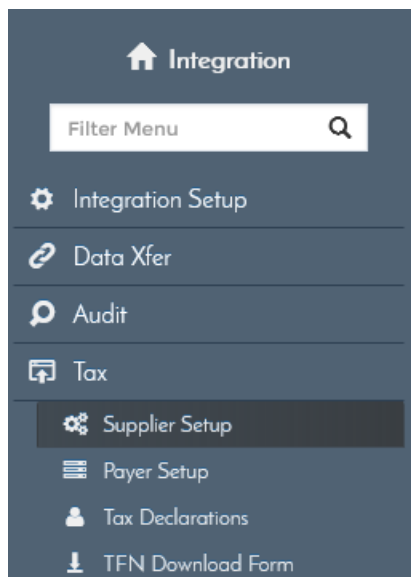# TAX

The Tax menu allows you to setup your Payer details, view and export Employee Tax declarations from EC and lodge them to the ATO.

SUPPLIER SETUP

The Supplier Setup form allows you to view the Supplier ABN details. This will default to EmployeeConnect data. There won't be a need to alter the setup here.
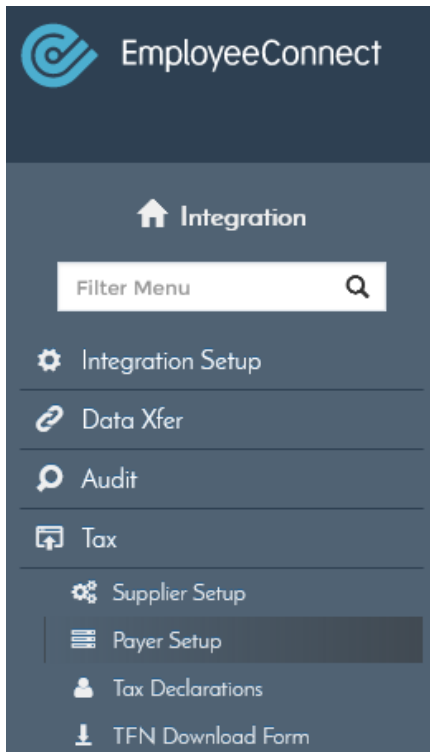
PAYER SETUP

The Payer Setup form allows you to add or edit the paying Company details in EmployeeConnect.
It is imperative to set the payer details before attempting to use the other functions of the Tax menu and allow proper export of the tax declarations.

ADD A COMPANY TO PAYER SETUP

- Click the ➕ icon to add your Company to Payer Setup
- Add the mandatory information to the field like Payer ABN etc. these are marked with an ✱
- Click Save when done

TFN Setup Forms

	Company	Payer Name
➕		

Rows 1 to 1 of 1

✔ Save

TFN Payer Setup

Payer	Software

Company	Hogwarts ⌄	✱
Payer Identifier	IDENTITY	

Payer

Payer ABN		✱
Branch	001	
Business Name		✱
Trading Name		✱
Street 1		✱
Street 2		
Suburb	[SYDNEY]	✱
Postcode	[2000]	✱
Country	[AUSTRALIA]	✱
State	⌄	✱
Contact Name		
Contact Phone	02 8288 8000	✱
Contact Email		✱

PAYER SETUP
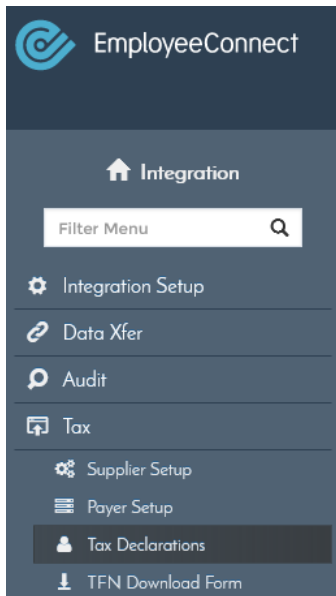
The Tax Declaration Report will allow you to view the Employee-submitted Tax Declarations.

- Click the icon to view the Tax Declaration details

✖ Delete

TFN Declaration

The information you provide on this form will determine how your tax is calculated, and withheld from your wages

Name	FLETCHER, Mundungus
Tax File Number	
OR: If no TFN	No TFN ▾
Date of Birth	1980-04-07 * 📅
Previous Surname	

Your Address

|	
Address line 1	10 Bridge Street *
Address line 2	
Suburb	Sydney *
State	NSW ▾ *
PostCode	2000 *

Tax Calculation Options

On what basis are you paid? ● Full Time ○ Part Time ○ Casual ○ Labour Hire ○ Pension/Annuity *

Are you an Australian Resident for tax purposes? ● Yes ○ No ○ Working Holiday *

Do you want to claim the tax free threshold from this Payer? ● Yes ○ No *

Do you have a Higher Education Loan Program (HELP), VET Student Loan (VSL),
Financial Supplement (FS), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt? ● Yes ○ No *

ATO Lodgement Details

Date Signed 21/04/2021 * 📅

TFN DOWNLOAD FORM
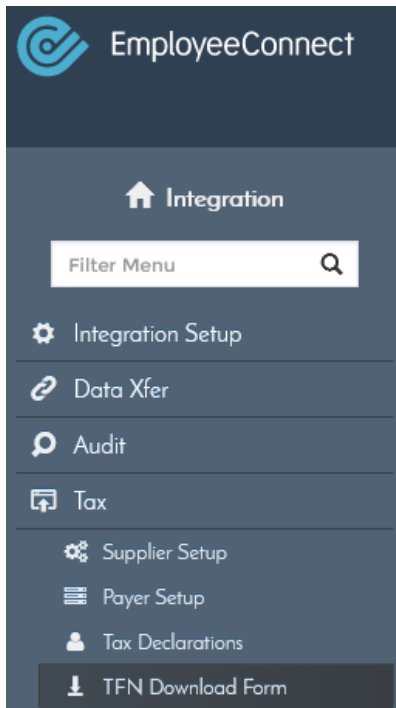
The TFN Download Form allows you to export the TFN declaration from EmployeeConnect and lodge it to the ATO. You can leverage this function when your payroll do not automatically lodge the tax declaration to the ATO.

HOW TO EXPORT TFN DECLARATION

- Enter a file name for the exported document
- Select your company from the Company data set filter
- Select to export 'All', 'Unprocessed' or 'Processed' tax declaration records
- You can check 'Update Status' to mark the exported records as processed.
- Click Save to export a the file

✓ Save

ATO TFN Download

| File Name | Optional | * |

DataSet Filter

Company	
Export Status	
Max Records	

Download Action

Checking the Update Status will mark the records as downloaded, such that they will not be subsequently downloaded again

Update Status ☐

Comments