QUICK REFERENCE GUIDE
-   SINGLE TOUCH PAYROLL (STP)   -

MEGABUS HELPLINE

Marlin *in*form: Select 'Marlin inform' under Help on Marlin HR menu
e-mail: support@megabus.com.au
phone: (03) 9262 5000

1.   PREPARATION

The ATO system will reject STP files containing invalid characters. Please check the following in **Employee Maintenance**:

- **Date of Birth**
  - All employees must have a valid date of birth entered. The ATO will reject blank dates of birth.
- **TFN Number**
  - Use numbers only (e.g. **123456789**), no spaces or dashes or other characters.
  - Enter **11111111** (nine ones) if a TFN is pending, or **00000000** (nine zeros) if no TFN has been provided.
- **Address**
  - Address Line 1 cannot be blank. Address lines cannot use backslash '\'. Forward slash '/' is acceptable.
- **Telephone**
  - Use numbers, text and spaces only (e.g. **03 9262 5000**), no commas, dots, dashes, brackets or other.
  - As this is a mandatory field we suggest that you enter **0** (zero), **TBA** or **None** if no number is available.
- **Mobile**
  - Use numbers, text and spaces only (e.g. **0400 555 555**), no commas, dots, dashes, brackets or other
- **Email Address**
  - Please leave blank or enter a valid email address with an '@' symbol (do not use this field as a notes field)

On the **Company Details** tab in Options Maintenance (**System > Options**), please check the following:

- **ABN -** Check that the correct ABN is entered (if not, contact Megabus support)
- **Address -** Address Line 1 cannot be blank. Address lines cannot use backslash '\'. Forward slash '/' is acceptable.
- **Telephone -** Use numbers, text and spaces only (e.g. **03 9262 5000**), no commas, dots, dashes, brackets or other.
- **Email Address -** Enter a valid email address with an '@' symbol (do not use this field as a notes field)

2.   INITIAL SETUP

Once Megabus has activated STP for you, a note at the top of the pay run screen will indicate that STP is turned ON …

Select **System > Options** from the menu and select the **ATO Options** tab. Enter the name of the person that will usually finalise the pay runs, then click on the Save icon. This name will pre-fill the Payer Declaration but can be overwritten on the fly …

3. ON EACH PAY RUN

Process the pay run as normal and click on the Finalise button. An ATO STP Declaration will then be displayed …

Single Touch Payroll Declaration

Before the payrun is finalised and the information is sent to the ATO, you must complete the following declaration.

Payer Declaration

I am notifying the ATO that:

MessageXchange provides my business with lodgement services, and

my business, for the purpose of its transactions with the ATO via the SBR channel, sends (and receives) those transactions to (and from) the ATO via MessageXchange.

I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration.

Payer Declarer's Name	JOHN SMITH
Payer Declaration Date	08/11/2018
Payer accepts terms in Declaration	☐

Proceed   ✕ Cancel

- If you are not the person that normally finalises the pay runs, enter your name before ticking the accept check box.
- The Date is automatically set to today's date as the STP file will be submitted today.
- Either click on the Cancel button (to drop back to the pay run without finalising) or click on the Proceed button to generate the STP file and send it to the ATO.

4. NEW EMPLOYEES – TFN DECLARATION

When a new employee provides you with a signed TFN Declaration, you can submit it to the ATO via Marlin HR.
- In Employee Maintenance, open the new employee and select the General tab.

TFN Declaration

These details must be entered from a signed TFN Declaration form.

Payee Declaration Date   30/08/2018

Payee accepts terms in Declaration ☑

☑ Tax Free Threshold Claimed

☐ Study and Training Loan Repayment (HELP/SSL/TSL Debt)

☐ Student Financial Supplement Scheme Loan Repayment (FS Debt)

☑ * Submit these details and ABN to the ATO as a TFN Declaration

*This checkbox will include the TFN Declaration details in the next Single Touch Payroll file sent to the ATO. You will not need to submit the form to the ATO.

- Enter the information as it appears on the signed TFN Declaration form
- Tick the Submit checkbox when the details are fully entered and correct

When you finalise the first pay run including this employee, the details will be included in the STP file and automatically sent to the ATO (the system will also untick the Submit checkbox so that the details are not sent again on subsequent pay runs).

The ATO accepts this as an official lodgement of the TFN Declaration and you don't need to submit the form via other means.
If an employee's details change in future and they need to submit another TFN Declaration, repeat this procedure.
Note: You should not do this for existing employees for whom you have already submitted a TFN Declaration to the ATO.