



# What is STP (Single Touch Payroll)?

Single Touch Payroll (STP) is an Australian government requirement where employers report payroll information to the ATO every time employees are paid.

👉 When you process payroll in MYOB, STP sends:


- Gross wages
- PAYG tax withheld
- Superannuation details

directly to the ATO.

# Why STP is Important

STP is important because it:

- ✓ Ensures payroll compliance with ATO
- ✓ Keeps employee tax records up to date
- ✓ Reduces end-of-year reporting work
- ✓ Avoids penalties for non-compliance

 For most employers, STP reporting is mandatory.




# How STP Works (Simple Flow)

1. You process payroll in MYOB

2. Payroll data is created

3. STP report is generated

4. Data is sent to the ATO

 STP does not pay tax or super – it only reports information.



# Steps to Set Up & Submit STP in MYOB

## Submit STP After Payroll

### **1 Process Payroll**

Complete payroll for the pay period.

### **2 Go to STP Reporting**

Navigate to Payroll → Single Touch Payroll.

### **3 Review Payroll Summary**

Check:

Gross wages

PAYG tax

Superannuation

#### **4 Declare & Submit STP**

Declare the report and Submit to ATO.

#### **5 Check Submission Status**

Ensure status shows Accepted / Successful.



## **What Happens After STP Submission?**

After successful STP submission:

- Payroll data is sent to ATO
- Employee income statements are updated
- Employer remains STP compliant
- No manual reporting required for that pay run

**✗ Common Mistakes to Avoid**

- ❌ Forgetting to submit STP after payroll
- ❌ Incorrect employee tax details
- ❌ Submitting STP before recording payroll
- ❌ Ignoring rejected STP reports

## Important Concept (Theory Tip)

- STP is reporting only
- Tax and super payments are made separately
- STP must be submitted after each pay run