

Payroll Tax – Checklist and Calculation Template

Monthly Checklist	Actions	✓
Reconcile Bank for Wages	Ensure all wages are entered and cleared from Electronic Payments	
Check Payroll Clearing	Payroll clearing should be back to zero or value that is reconciled	
Print Payroll Summary for both wages and Super	Flag all Wage Categories for PRT	
Scan or copy Contractors invoices	Create calculation spreadsheet for contractors if multiple invoices	
Check Fringe Benefits, if any	Create calculation spreadsheet for any Fringe Benefits to be included for employees	
Check for Directors Fees or remuneration	Document Directors fees and or remuneration for approval	
Calculate Payroll Tax using Template	Copy template for each month and ensure calculation of figures have supporting documents	
Check and gain signature approval from Owner		
Manually or Online fill out form and pay		
Print Lodgement and file		
Monthly Calculation Template (Single Company)		
Salary and Wages	\$	
Fringe Benefits	\$	
Employer Superannuation Contributions	\$	
Employment Termination Payments (ETP)	\$	
Payment to contractors	\$	
Allowances	\$	
Total Taxable Wages	\$	
Less State Threshold	\$	
Net Taxable Wages	\$	
Net Taxable Wages x Rate % _____ = Payroll Tax Payable	\$	