



SINGLE TOUCH PAYROLL COUNT 1 APRIL 2018

Entity Details

Legal Name

Trading Name (if applicable)

Headcount Details

I understand that I am required to conduct and **record** a headcount of employees on my payroll as at **1 April, 2018**. This is to establish the starting date of my reporting obligations with regard to commencing mandatory Single Touch Payroll (STP).

When conducting the headcount, I have **included**:

- ✓ Full-time employees
- ✓ Part-time employees
- ✓ Casual employees who worked any time during March
- ✓ Employees based overseas
- ✓ Any employee absent or on leave (paid or unpaid)
- ✓ Seasonal employees

When conducting the headcount, I have **not included**:

- ✗ Employees who ceased work before 1 April
- ✗ Casual employees who did not work in March
- ✗ Independent contractors
- ✗ Staff provided by a third party labour hire organisation
- ✗ Company directors
- ✗ Office holders
- ✗ Religious practitioners

Declaration

Per guidelines, the number of employees on our payroll as at 1 April, 2018 is

- This is 20 or more and I am obligated to commence STP from 1 July 2018.
- This is less than 20 and so I qualify to delay implementing STP until 1 July 2019.

Signed