



Single Touch Payroll (STP)

# Phase 2 readiness checklist

### Disaggregation of income

Check paid leave, allowances, over time, bonuses and commissions, director' fees, lump sum W, and salary sacrifice payments.

Pro tip: Check custom categories.

- Update pay categories
- Update leave categories
- Update deduction categories

Business name:

Review date:

Reviewed by:

### Employee tax file declaration information

- Review STP tax category
- Review Medicare levy
- Review employee tax file number

### Update employee income types

- Review closely held employees
- Review foreign employment
- Review inbound assignee to Australia
- Review labour hire

### Provide a termination reason

- Review terminated employees and add termination reason

### Working holiday maker (WHM) employees

- Classify the visa country on WHM employees

### Foreign employee information

- Set up location of country
- Assign to foreign employee

For more information, visit the [Single Touch Payroll \(STP\) Phase 2 Hub](#) on our QuickBooks Online help platform.

