

# NTAA's

# Tax & Payroll 2017

## Online Workshop



Watch it when you want,  
where you want!

## NEW & UPDATED FOR 2017

Earn  
6.5  
CPD  
Hours

The most comprehensive and practical payroll workshop around – delivered online for you to watch it when you want, where you want.

We walk you through payroll administration with step-by-step procedures, detailed checklists, examples, forms and case studies.

**All your questions are answered in 'plain English'!**

Complete with seminar notes and software, this online workshop is for bookkeepers, payroll officers and company accountants with the latest updates in Tax & Payroll!

### What's NEW . . .

- **CHANGES** in the way PAYG is reported to the ATO under 'single touch payroll'
- **NEW** rules for employing working holiday makers
- **NEW** 'single touch payroll' reporting will affect how employers report super contributions
- **NEW** obligations change the way employers record benefits on the payment summary

### Topics Covered Include:

- ✓ The Hands-on PAYG Guide
- ✓ Latest update on current rates & thresholds
- ✓ Take the Guesswork out of Termination Payments
- ✓ Guide to Payroll Tax & WorkCover
- ✓ Dealing with the Basics of Salary Packaging
- ✓ A Comprehensive Guide to the Superannuation Guarantee Scheme
- ✓ SuperStream – Employer obligations
- ✓ NTAA Reportable Benefits Guide

*Full list of topics over page*

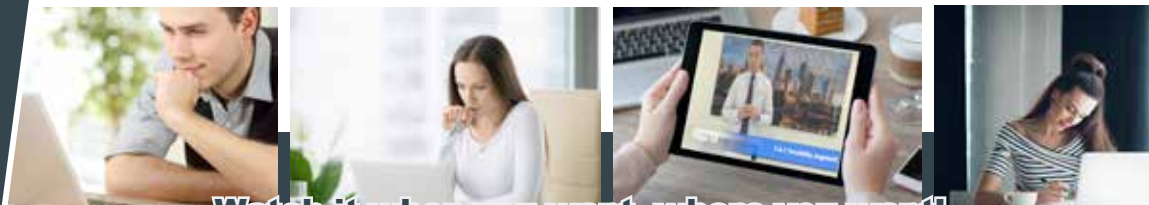
### What do you receive?

You will receive comprehensive notes, software, a **FREE** call to our Tax Hotline and **BONUS** 'answers to commonly asked questions' included in the workshop. **Plus, 6.5 hours of CPD.**

You will have 30 days to watch this seminar, but the timer will not start until you commence the video.

We hope you find the Tax & Payroll Online Workshop 2017 informative.

## Purchase your Tax & Payroll Online Workshop today!



Watch it when you want, where you want!

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## Cost of Seminar

### Members

- **\$ 359** (incl. GST) – Includes pdf and hard copy of the notes
- **\$ 339** (incl. GST) – pdf copy of the notes only

### Non-Members

- **\$ 459** (incl. GST) – Includes pdf and hard copy of the notes
- **\$ 439** (incl. GST) – pdf copy of the notes only

Online Duration: 6.5 Hours

# Tax & Payroll Online Workshop

## NEW & UPDATED FOR 2017

### The Hands-on PAYG Guide

#### Getting the PAYG essentials right

- Step-by-step guide to recording and paying PAYG amounts to the ATO
- Practical checklist for determining whether your workers are employees or contractors
- Prepare for changes in the way PAYG is reported to the ATO under 'single touch payroll'
- Varying the amount withheld when an employee's income changes

#### Dealing with allowances paid to employees

- How is the payment of an allowance (e.g., car or travel) treated for withholding purposes?
- NTAA guide to dealing with the living-away-from-home allowance rules

#### Contractor and consultant guidelines

- When do you withhold tax from payments to contractors, consultants, etc.?
- Court decisions cast doubt on whether companies or trusts avoid contractors being employees!

#### A step-by-step guide to preparing payment summaries

- What are the different types of payment summaries?
- Which allowances are included on an employee's payment summary?
- When and how do you amend a payment summary?

#### NEW rules for employing working holiday makers

- Who is a working holiday maker?
- Registration, withholding and reporting requirements

### A Comprehensive Guide to the Superannuation Guarantee Scheme

#### Dealing with the Superannuation Guarantee (SG) Scheme

- Who is an employee for SG purposes?
- Understand the age limit requirements
- SG penalty relief on late payments by employers
- Changes that impact high income earners
- NEW** 'single touch payroll' reporting will affect how employers report super contributions

#### Dealing with super choice

- What are the record-keeping requirements?
- Small business 'clearing house' concessions for providing super support for staff

### Take the Guesswork out of Termination Payments

#### A detailed guide to paying termination payments

- What is an employment termination payment (ETP)?
- A checklist of procedures for employers to follow when making ETPs
- Understand the 'whole-of-income' cap

#### Tax treatment of unused annual and long service leave when paid on termination

- How do you calculate the unused leave payment components and the amount of tax to withhold?
- What are the payment summary reporting requirements?

#### PAYG withholding from redundancy payments

- What is a 'genuine redundancy'?
- How is the tax-free component of a redundancy payment calculated?

#### Dealing with the death of an employee

- What are the PAYG reporting requirements for payments on the death of an employee?
- What happens with payments made to a 'non-dependant' (such as to an adult child)?

### A Detailed Guide to Payroll Tax and WorkCover

#### Essential Payroll Tax issues for employers

- State-by-State – 'wages' caught for payroll tax
- LATEST** tax thresholds/rates and calculations
- Employers with employees in more than one State

#### A 'hands-on' guide to WorkCover

- What 'wages' are caught for WorkCover?
- What payments are exempt from WorkCover?
- How does salary packaging affect WorkCover?

### SuperStream Obligations

- Understand employer SuperStream obligations
- Be confident when dealing with employees who have an SMSF
- When can clearing houses be used by employers?

### Dealing with the Basics of Salary Packaging

#### Fundamentals of salary packaging

- When is salary packaging tax effective?
- Sample clauses that are a **MUST** in salary packaging agreements
- How is the salary sacrifice amount calculated?

#### Advanced salary packaging for employees earning less than \$80,000

- Salary package rental property expenses to beat the GST
- Salary package iPads, laptops, electronic diaries, etc., to save \$'000s
- Checklist of exempt benefits and concessional benefits to package
- Employers achieve payroll tax savings by allowing packaging
- Salary package into super and save \$'000s

### NTAA Reportable Benefits Kit

#### Fundamentals of reportable fringe benefits and payment summaries

- Which fringe benefits are recorded on an employee's payment summary?
- How do reportable benefits affect employee entitlements and obligations?
- NEW** obligations change the way employers record benefits on the payment summary

#### How to record super on an employee's payment summary

- What super contributions must be recorded on a payment summary?
- Latest guidelines with respect to Reportable Employer Superannuation Contributions

### Bonus Seminar Software

The software includes the PAYG tax tables, relevant ATO rulings, as well as:

- Employee Kit with forms and checklists, providing a detailed look at hiring/firing and keeping staff;
- Dealing with ongoing payroll issues;
- An 'A to Z' guide to departing staff;
- Paid Parental Leave (PPL); and
- ATO Bulletins and guidelines specifically designed to help payroll officers.

### Tax & Payroll Workshop Registration

This document will be a tax invoice for GST when fully completed and you make payment to the National Tax & Accountants' Association Ltd. NTAA's ABN: 76 057 551 854

NTAA Membership No. \_\_\_\_\_

Firm \_\_\_\_\_

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State \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_

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(Please print first name and last name)

Email \_\_\_\_\_

Charge for online seminar \_\_\_\_\_

Total (incl. GST) \$ \_\_\_\_\_

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