



FACT SHEET

Year End Payroll Tasks for Employers

As we are approaching the end of the financial year, it is important to get the records right to finalise the payroll. Here is an overview of the general steps that you should be following:

- 1 Make sure all employee details are accurate and up to date in your accounting software.
- 2 Reconcile your payroll records and confirm that the payments in your accounting software reflect all payments, tax withheld, and superannuation contributions made throughout the year. Address any discrepancies or errors and make necessary corrections.
- 3 Review the wages reported in lodged Business Activity Statements with ATO. Make sure that the payroll information reported through STP aligns with your records. Address any discrepancies.
- 4 Finalise the payroll information by submitting the finalisation declaration to the ATO through your STP-enabled software. This declaration confirms that you have completed the reporting obligations for the financial year.





Key dates to keep in mind

FBT Reporting	25 June 2025
STP Finalisation for FY 2025	14 July 2025
June Payroll Tax and Annual Reconciliation	21 July 2025
Super guarantee payment for June 2025 Qtr.	28 July 2025
Taxable Payments Annual Report (TPAR)	28 August 2025
Business Activity Statement – June 2025 (doing yourself)	28 July 2025
Business Activity Statement – June 2025 (tax agent)	25 August 2025

Key dates to keep in mind

Software Specific Resources

Each payroll software differs somewhat from the next. Whilst the above steps apply across the board, how you carry them out can be software specific. To help, we've included below links to each major payroll software's step-by-step guides.

Xero	 Checklist: Complete your payroll year end in Xero
MYOB	 End of payroll year tasks
	 End of year finalisation with Single Touch Payroll Reporting
QBO	 Create and lodge finalisation event