STP engagement authorisation of registered agent – Karen Mitchell BAS agent # 29773001, Newcastle Business Support

I _____ accept responsibility for providing true and correct payroll information to my authorised agent for the purpose of that agent preparing and lodging Single Touch Payroll reports on my behalf to the Australian Taxation Office (ATO). I accept responsibility for providing that payroll information by the date of my Single Touch Payroll (STP) pay event, being the appropriate pay run date.

I confirm and warrant that:

    i.   my staff wages comply with all applicable agreements, awards, employment contracts, regulations and legislation;
    ii.   I have collected the correct amount of pay as you go (PAYG) withholding from payments I have made to employees and other workers that I have a voluntary agreement with, for remittance to the ATO by the due date;
    iii.   I have withheld the correct amount of superannuation for each of my employees for depositing into the correct superannuation fund by the due date;
    iv.   There are no outstanding activity statement lodgements;
    v.   There are no outstanding ATO debts unless they are subject to payment arrangements or review; and
    i.   I have not been the subject of ATO compliance activity for PAYG withholding within the last two years.

I Karen Mitchell accept responsibility for the preparation and lodgement of STP reports for

_____ based on the information provided by the employer. I acknowledge that the software I use to prepare and lodge STP reports is listed on the Australian Government's STP product register list.

I _____ authorise Karen Mitchell BAS agent # 29773001 to lodge each STP pay event

commencing _____ (date)

[**Client details**]   [**Registered Agent details**]

By:_____   By:_____

Print Name: _____   Print Name:_Karen Mitchell_____

Date:_____   Date:_____

*This authority is valid for 12 months from the commencement date

Note: This form is for your records only and is not required to be lodged with the ATO.