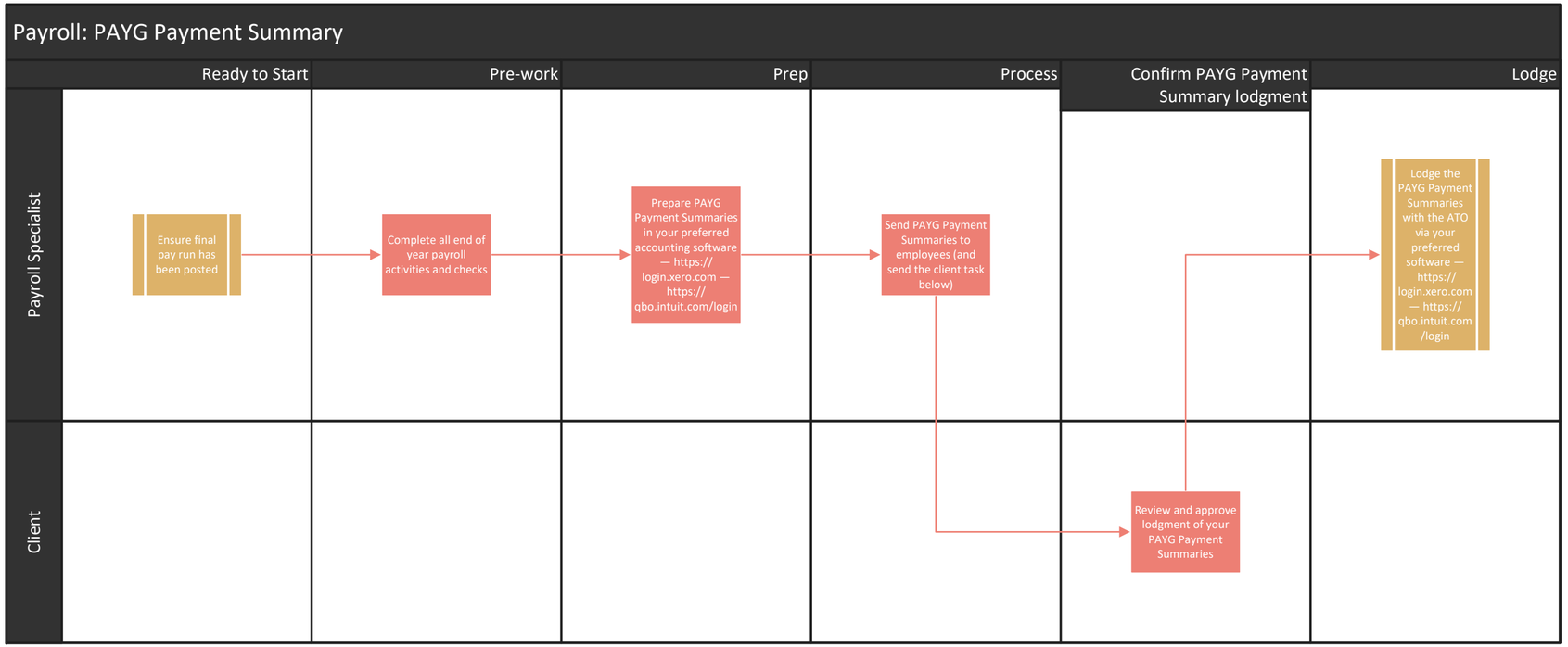
Payroll: PAYG Payment Summary
Ready to Start
Pre-work
Prep
Process
Confirm PAYG Payment Summary lodgment
Lodge
Payroll Specialist
Client
Ensure final pay run has been posted
Complete all end of year payroll activities and checks
Prepare PAYG Payment Summaries in your preferred accounting software — https://login.xero.com — https://qbo.intuit.com/login
Send PAYG Payment Summaries to employees (and send the client task below)
Review and approve lodgment of your PAYG Payment Summaries
Lodge the PAYG Payment Summaries with the ATO via your preferred software — https://login.xero.com — https://qbo.intuit.com/login