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Dear Client,

As the end of the financial year has passed, this is a reminder that your Single Touch Payroll (STP) finalisation declaration must be lodged with the ATO by 14 July 2025.

This finalisation confirms that all payroll information reported throughout the financial year is complete and correct and allows your employees to lodge their tax returns accurately.

What you will need to do:

1. Review your year-to-date payroll records.
2. Ensure all employee earnings, superannuation, and PAYG withholding are correctly reported.
3. Provide us with any final adjustments or updates no later than 10 July 2025 to ensure timely lodgement.
4. If you are unable to lodge the finalisation declaration by the due date, you must apply for a deferral. Penalties may apply for late submission of the end-of-year finalisation.

If we manage your payroll, we will prepare and lodge the finalisation on your behalf once all information is confirmed.

Please don't hesitate to contact us if you have any questions or need assistance with your year-end payroll review.

Best regards,



Valentine