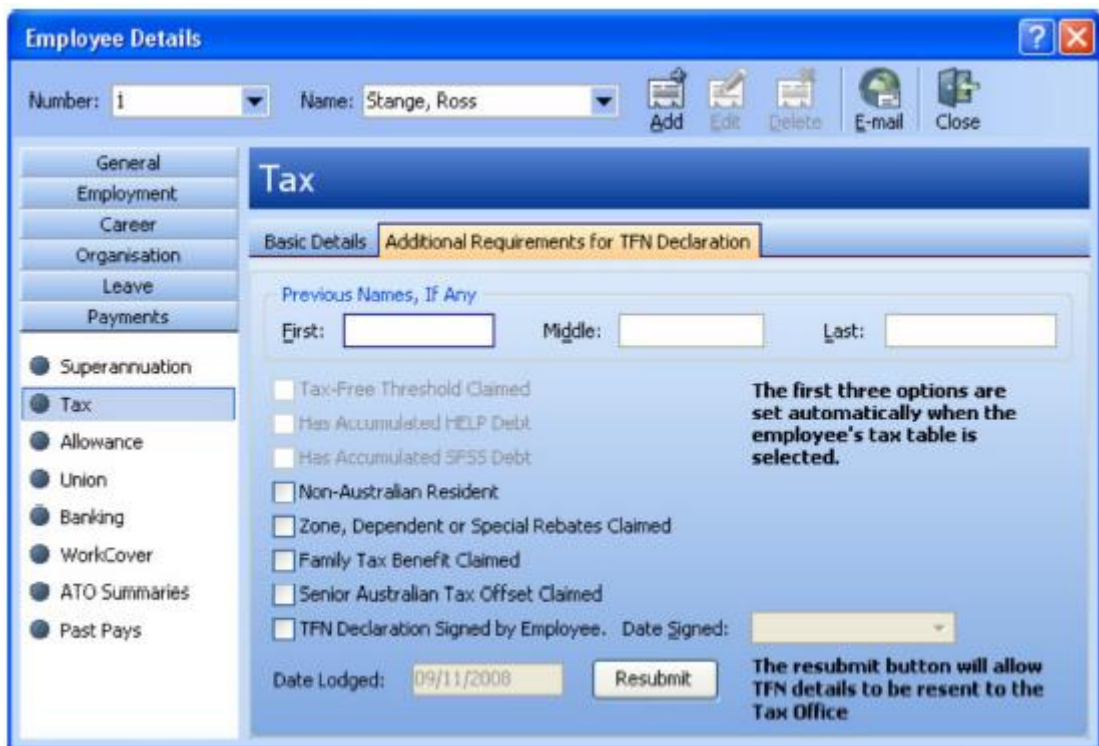


Sage WageEasy

Submitting your TFN declarations Forms Electronically

Sage WageEasy will allow you to electronically submit the new employee's employment declaration forms.

To enact these changes there have been alterations made in both the Employee| Payments| Tax area and in the Setup| Tax| Tables area of the program. There is also a report found at Reports| Employee| TFN Declarations, which produces the TFN declaration file to submit electronically.



Employee Details

Number: 1 Name: Stange, Ross

General
Employment
Career
Organisation
Leave
Payments

Superannuation
Tax
Allowance
Union
Banking
WorkCover
ATO Summaries
Past Pays

Tax

Basic Details Additional Requirements for TFN Declaration

Previous Names, If Any
First: Middle: Last:

Tax-Free Threshold Claimed
 Has Accumulated HELP Debt
 Has Accumulated SPSS Debt
 Non-Australian Resident
 Zone, Dependent or Special Rebates Claimed
 Family Tax Benefit Claimed
 Senior Australian Tax Offset Claimed
 TFN Declaration Signed by Employee. Date Signed: [dropdown]

Date Lodged: 09/11/2008 Resubmit

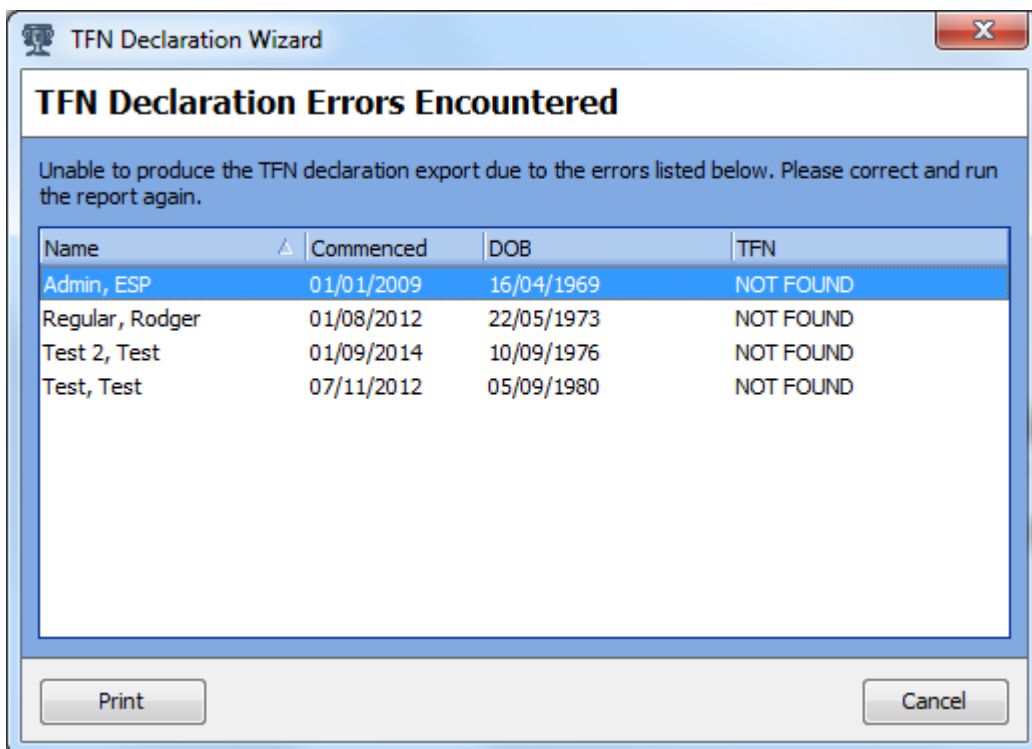
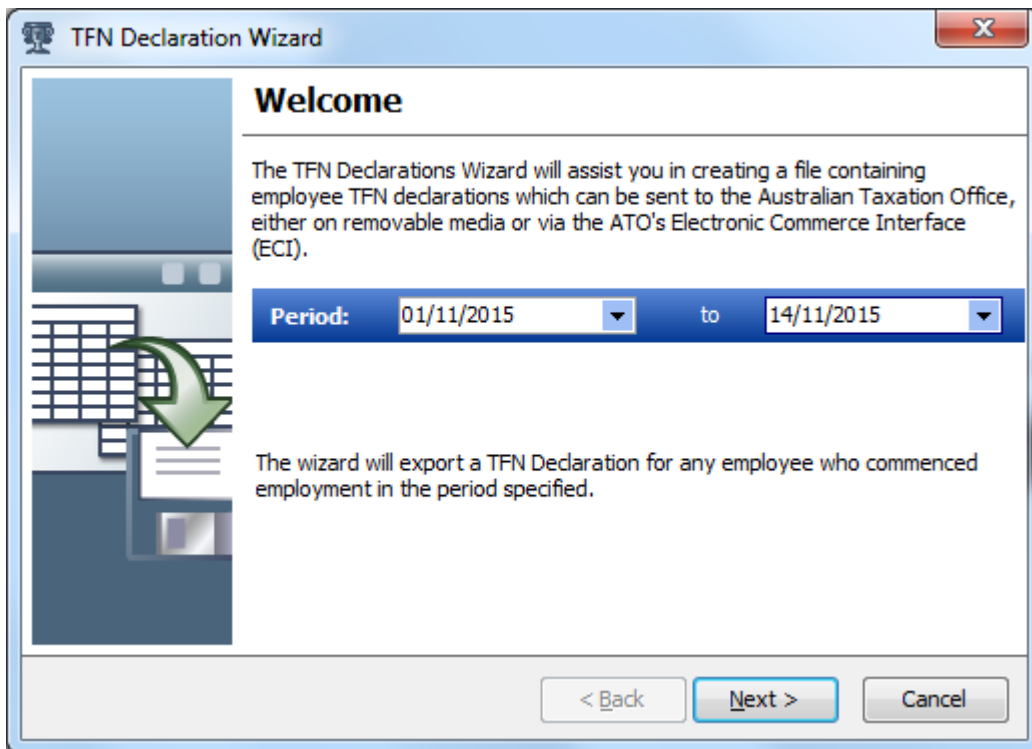
The first three options are set automatically when the employee's tax table is selected.

The resubmit button will allow TFN details to be resent to the Tax Office

If the employee was employed within the 14 days preceding the lodgment (once elected to do so, transmission should occur fortnightly), by selecting the Resubmit button, they will become part of the file to go to the ATO. The check boxes that appear here must be selected according to the items ticked on the paper declaration form along with the date of signing.

The greyed out items on this page are collected from the Tax Table setup. These can be automated by downloading the current tax tables held in the association folder. If there are any custom tax table setup, the tick boxes must be manually selected accordingly.

To prepare the file for lodgment you must go to Reports | Employee | TFN declarations. From here a date should be selected for a fortnightly period. Once this has been selected, by selecting next, you will see if there are further items that require change before proceeding.



If all items are correct, the wizard will complete and you will be able to save the file to a nominated location for uploading.

TFN Declaration Wizard

TFN Declarations

TFN Declarations for the following employees will be sent to the ATO. Please review the list and ensure that all details are correct before proceeding to the next page.

Name	Commenced	DOB	TFN	Dec. Signed	Sign Date	TFN Dec. Sent	General Exemption	HELP Debt	SFSS Debt	Non Resident	Zone/Special Rebate	Medicare Levy Exemption	Claims SATO
Abbott, Steve	09/11/1997	09/03/1955	568978892	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		No <input type="checkbox"/>
Admin, ESP	01/01/2009	16/04/1969	111111111	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		No <input type="checkbox"/>
Pays, Peter	01/09/2012	25/12/1959	85201475	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		No <input type="checkbox"/>
Regular, Rodger	01/08/2012	22/05/1973	111111111	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		No <input type="checkbox"/>
Standard, Sally	01/10/2012	01/01/1971	123632154	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		No <input type="checkbox"/>
Test 2, Test	01/09/2014	10/09/1976	111111111	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		No <input type="checkbox"/>
Test, Test	07/11/2012	05/09/1980	111111111	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		No <input type="checkbox"/>
White, Barry	15/06/2013	30/08/1969	111111111	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		No <input type="checkbox"/>

Print < Back Next > Cancel

TFN Declaration Wizard

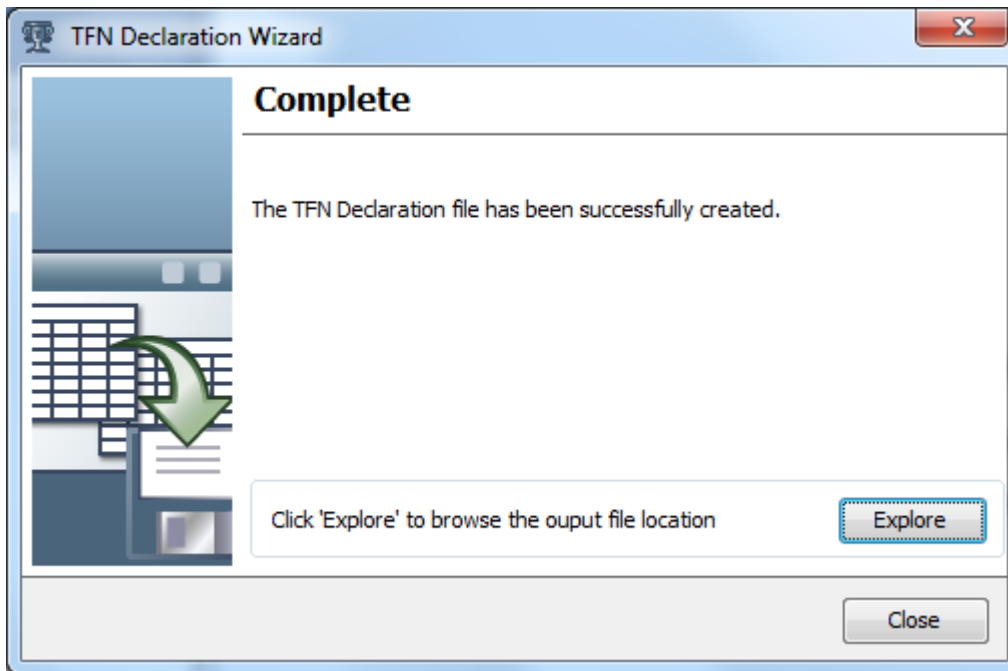
File Creation Summary

The following export file is about to be created. If all details are correct, click the "Next" button to create the file.

Dates: **1 Nov 2015 to 14 Nov 2015**

Output File:

< Back Next > Cancel



Once the TFN declaration file has been generated, lodge your report online* via the File Transfer function on the ATO Business Portal using your current AUSKey. For more information, please go to ato.gov.au/Business/Business-Portal/

* If you are currently using the Electronic Commerce Interface (ECI) programme to lodge the TFN declaration, please be aware that lodging the report via the ECI programme will no longer be available after June 2016.