

# STP Payer Payroll Module Onboarding Form

## Welcome

Thank you for choosing STP Payer.

Please complete this form to help us configure your payroll environment accurately and ensure compliance with STP Phase 2 reporting requirements.

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## Section 1 – Business Information

### Business Details

**Legal Business Name**

**Trading Name (if different)**

**ABN**

**Does your ABN have a Branch Code?**

- Yes
- No

**If Yes, what is the Branch Code?**

**Is your business registered for PAYG Withholding?**

- Yes
- No
- Unsure

**Primary Contact Name**

**Position**

**Email Address**

**Phone Number**

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## Section 2 – Current Payroll System

Are you currently using another payroll system?

- Yes
- No

If Yes, which payroll software are you using?

- Xero
- MYOB
- Employment Hero
- QuickBooks
- Reckon
- KeyPay
- Other

If Other, please specify

How many active employees do you currently have?

How many terminated employees do you have this financial year?

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## Section 3 – Employment Agreements

Which employment arrangement applies to your workforce?

- Modern Award
- Enterprise Agreement (EA)
- Individual Employment Contracts
- Mixed Workforce

**Award Details**

**Award Name(s)**

**Enterprise Agreement Details**

**Enterprise Agreement Name**

**Upload Enterprise Agreement**

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## Section 4 – Employee Types

Select all employee types used:

- Full Time
  - Part Time
  - Casual
  - Fixed Term
  - Contractors
  - Apprentices
  - Trainees
- 

## Section 5 – Pay Frequency

**Payroll Frequency**

- Weekly
- 

## Section 6 – Earnings Categories

**Which earnings categories do you use?**

- Salary
- Ordinary Hours
- Overtime
- Double Time
- Public Holiday Rates
- Weekend Penalties
- Shift Loading
- Commissions
- Bonuses
- Piece Rates
- Other

**If Other, please specify**

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## Section 7 – Allowances

**Which allowances do you pay?**

Select all that apply:

- Car Allowance
- Travel Allowance

- Meal Allowance
- Tool Allowance
- Uniform Allowance
- Laundry Allowance
- First Aid Allowance
- Industry Allowance
- Leading Hand Allowance
- Other Allowances

**Please list all allowance names currently used in your payroll system**

[Large Text Area]

**Upload allowance setup report (if available)**

[File Upload]

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## Section 8 – Leave Types

Select all leave types used:

- Annual Leave
- Personal / Sick Leave
- Long Service Leave
- Compassionate Leave
- Parental Leave
- RDO
- Purchased Leave
- Other

**If Other, please specify**

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## Section 9 – Superannuation

**Do you use a default super fund?**

- Yes
- No

**If Yes, provide the default super fund name**

**Additional Contribution Types**

- Super Guarantee Only
- Salary Sacrifice Super
- Employer Additional Contributions
- RESC Contributions

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## Section 10 – Payroll Deductions

Select all deductions used:

- Child Support
- Salary Sacrifice
- Union Fees
- Workplace Giving
- Employee Loans
- Other

**If Other, please specify**

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## Section 11 – STP Phase 2 Reporting

**Do you have employees under any of the following income types?**

- Salary & Wages
  - Closely Held Payees
  - Working Holiday Makers
  - Labour Hire
  - Seasonal Workers
  - Foreign Employment
  - None of the Above
- 

## Section 12 – Banking

**Do you generate ABA files for employee payments?**

- Yes
- No

**Bank Name**

**Do employees get paid from multiple bank accounts?**

- Yes
  - No
- 

## Section 13 – Xero Integration (Invoices)

CrewCard can integrate with Xero to export invoices directly into your Xero account, streamlining your invoicing and accounting processes.

**Do you use Xero for accounting and invoicing?**

- Yes
- No

**Would you like CrewCard invoices to be exported to Xero?**

- Yes
- No

**Do you currently have a Xero account?**

- Yes
- No

**Has your Xero account already been connected to CrewCard?**

- Yes
- No
- Unsure

**Will you require assistance configuring the Xero integration?**

- Yes
- No

**Additional Notes**

[Large Text Area]

**Xero Integration Procedure**

Please refer to the following guide for setting up the Xero integration:

<https://www.crewcard.co/crewcard-xero/>

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## **Section 14 – Supporting Documents**

Please upload any of the following available documents:

- Employee List
- Payroll Categories Report
- Allowances Report
- Leave Balances Report
- Super Fund Details
- Sample Payslip
- Enterprise Agreement
- Award Information

[Multiple File Upload]

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## Section 15 – SSID (Software Service Identifier)

To enable STP reporting through STP Payer, your business must nominate STP Payer as your software provider with the ATO using the SSID provided by our implementation team.

### Have you completed the ATO nomination using the SSID provided?

- Yes
- No
- Not Yet

### Date SSID Nomination Completed

[Date Picker]

### Name of Person Who Completed the Nomination

[Text Field]

### Additional Notes

[Large Text Area]

### Instructions

[Insert SSID nomination instructions here]

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## Section 16 – Go Live Information

### Preferred Go-Live Date

[Date Picker]

### First Pay Run Date

[Date Picker]

### Additional Payroll Requirements

[Large Text Area]

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## Declaration

I confirm that the information provided above is accurate and complete to the best of my knowledge.

I Agree

**Name**

[Text Field]

**Date**

[Date Picker]