

Purpose

Use this procedure to lodge a Nil periodic return for payroll tax.

Trigger

Perform this procedure when your payroll tax liability for a period is Nil.

Menu Path

Use the following menu path(s) to begin this transaction:

- OSR Homepage
- **OSRconnect**
- **Task Overview** screen.

Helpful Hints

- Open the return form using the same **Filing** link in the **Task Overview** screen as for any regular periodic return.
- You can view the return after it is submitted to OSR, by accessing the **Lodgement History** via the **Forms** tab.

Procedure

1. Start the transaction using the menu path or transaction code.



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2. Periodic returns must be lodged monthly (unless you are approved for a different period). For periods where you do not have a liability, you must still submit a return recording \$0.00 payment. We start the return process in the **Task Overview** screen.
3. Click the **Filing** link for the relevant period.



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4. The **Periodic Liability Payroll Tax** form is displayed.



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5. Scroll to maximise the form view.



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6. Your **Client details** are auto-populated in the form.



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7. Select the **Lodgement details** option—I already know my payroll tax liability.
8. Enter the **Periodic liability** as **0.00** for a Nil Return.
9. Enter **Apprentice and trainee wages** as **0**.
10. For the **Apprentice and trainee rebate**, the amount is limited to the periodic liability amount.

Therefore no rebate can be claimed for a Nil Return.



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11. Now scroll down to the **Declaration** section.
12. Enter your **Name** and **Contact phone** number details.



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13. Check the statement to complete your declaration.



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14. Scroll to the top of the screen.
15. Click **Check Form Data**.
16. The status message will advise of any errors in the form.
17. **Note:** you can print out a copy of this form by clicking in the white space in the form—then press **CTRL + P**.
18. Click **Next** to begin the lodgement process.
19. Click **Submit**.



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20. Click **Submit** to confirm.



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21. The **Confirmation** page displays the **Lodgement Confirmation**, and the **Transaction ID** number

for this lodgement.

22. Click the **print** icon  to print a copy of the **Lodgement Confirmation**.
23. Click the **save** icon  to save an offline copy of the **Lodgement Confirmation** as a PDF.
24. Click **Close**.



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25. Click **OK** to the popup message.



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26. You can view lodged returns by accessing the **Lodgement History** link in the **Forms** tab.