

Purpose

Use this procedure to lodge a payroll tax periodic return through **OSRconnect**.

Trigger

You must lodge your periodic returns monthly, unless approved for a different period. Your periodic return is due 7 days after the end of the return period. For example, a return for the month of January is due by 7 February.

Note: for any periods where you do not have a payroll tax liability, you must still submit a 'nil' return.

Helpful Hints

- Have all your return information to hand before starting the online lodgement process.
- Returns must be submitted to OSR before being paid.
- Note that returns remaining unpaid at the time of lodgement are displayed as 'payment' links in the **Task Overview**.

Procedure

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



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2. We start the process in the **Task Overview** tab.
3. The **Task Overview** displays the list of tasks, including outstanding return expectations. The status for each task is also listed.



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4. Lodge a periodic return by clicking the **Filing** link for the relevant period. For example, **January 2010**.



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5. The **Periodic Liability Payroll Tax** form is displayed. **Note:** fields with a red asterisk * are mandatory.



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6. Use the scrollbar to maximise the form view.
7. The **Client details** section is pre-populated with your details and the period information.



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8. Choose from the two **Lodgement details** options.
9. If you select the second option **I already know my payroll tax liability...**

10. Then enter your **Periodic liability** for payroll tax.
11. In this example, we will choose **I need to calculate my payroll tax liability**.
12. Answer the question: **Did you pay interstate wages?**
13. Enter your **Queensland taxable wages**. **Note:** do **not** include **apprentice and trainee** wages in this field.
14. The next steps detail the **Fixed periodic deduction** being entered.
Note: this only applies if you are the designated group employer for a group, or not in a group but pay interstate wages. You must first calculate the deduction amount using the **fixed periodic deduction** calculator on our website.
15. Enter your **Fixed periodic deduction**.
16. The **Deduction allowed** and **Taxable amount** fields will be populated once the form has been checked.
17. Enter your **Apprentice and trainee** wages.



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18. The **Periodic liability** and **Calculated rebate** will be displayed after the form is checked.



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19. The **Calculated liability**, **UTI** and **Total amount payable** fields will calculate and display once the form has been checked.



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20. Scroll down to the **Declaration** section.
21. Enter your **Name**.

22. Enter your **Contact phone** number.
23. Check the statement to complete your declaration.



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24. Scroll to the top of the screen.
25. Click **Check Form Data**.
26. The status message will advise of any errors in the form.



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27. Scroll the form to view the calculations.



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28. The **Deduction allowed** and **Taxable amount** fields have auto-populated (if applicable).
29. The **Apprentice and trainee rebate** is now calculated and displayed.
30. The **Calculated liability**, **UTI** (if applicable) and **Total amount payable** for this return is now calculated and displayed.





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31. Scroll to the top of the screen.



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32. To print or save an offline version of this form, click the white space in the form and press **F8**.
33. The Adobe[®] form menu is displayed.

34. Click **print**  for a hardcopy of your return.
35. Click **save**  for an offline copy as a PDF.
36. If you are not lodging this return immediately, click **Save Draft**. Saved drafts can be retrieved from the **Task Overview** screen for lodgement at a later date.
37. To lodge this return now, click **Next**.



38. Click **Submit**.





39. Click **Submit** at the popup message.



40. The **Lodgement Confirmation** screen confirms your return has been successfully submitted to OSR.



41. Note the **Transaction ID** number displayed on this screen. This is also the payment reference code—and must be quoted when paying the return by BPAY, EFT or cheque.
42. Click **print**  for a hardcopy of the **Lodgement Confirmation**.
43. Click **save**  for an offline copy as a PDF.
44. Click **Pay** to pay this return immediately by direct payment. **Note:** your firm's direct payment details must be setup before using this function.

45. Refer to the tutorial **Nominating a Bank Account for Direct Payment** for further instruction on setting up your bank account details in **OSRconnect**.



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46. Click **Close** if you will be paying this return at a later date.



OSRconnect - SAP NetWeaver Portal - Windows Internet Explorer provided by Queensland Treasury

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



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48. If the return is not paid at the time of lodgement, it will be displayed as a **Payment** outstanding in the **Task Overview**.



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49. **Note:** the **Task Overview** does not display an item once it has been fully paid. Details of paid returns are retrieved from the **Payment History (Payments tab)**.



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50. End of process.