



End of Payroll Year Checklist

Month: _____

Process date: _____

<i>Step</i>	<i>Procedure</i>	✓
Step 1	Ensure details on employees cards are complete, including: <ul style="list-style-type: none"> • full Address • Tax File Number 	
Step 2	Process the final paycheques for financial year 07/08	
Step 3	Do not include workers under labour hire agreements in the EMPDUPE file	
Step 4	Print and check payroll reports <ul style="list-style-type: none"> • Payroll Activity Report (Summary) • Payroll Register Report (Summary) • Entitlement Balance (Detail) • Profit & Loss • Balance Sheet 	
Step 5	Balance PAYG (Pay As You Go) tax	
Step 6	Print PAYG payment summaries (individual non-business)	
Step 7	Make a backup of your MYOB data file and call it PAYROLL0708	
Step 8	Roll the current payroll year over; File->Start a New Year->Start a New Payroll Year	
Step 9	Load the 08/09 tax tables.	
Step 10	Distribute PAYG payments summaries to employees by 14 July	
Step 11	Report PAYG summary to ATO by 14 August (EMPDUPE file on disk)	

Completed by: _____

Signed: _____