

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	Add Edit Delete E-mail Close
General Employment	Тах
Career	Basic Details Additional Requirements for TFN Declaration
Organisation	
Payments	Previous Names, IF Any
	Eirst: Migdle:Last:
 Superannuation Tax 	Tax-Free Threshold Clamed The first three options are set automatically when the
Allowance	Has Accumulated SESS Debt selected
Union	Non-Australian Recident
Banking	Zone, Dependent or Special Rebates Claimed
WorkCover	Family Tax Benefit Claimed
ATO Summaries	Senior Australian Tax Offset Claimed
Past Pays	TFN Declaration Signed by Employee. Date Signed:
	Date Lodged: 09/11/2008 Resubmit 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.

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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.

😨 TFN Declaration	n Wizard				×				
	Welcome								
	The TFN Declarations Wizard will assist you in creating a file containing employee TFN declarations which can be sent to the Australian Taxation Office, either on removable media or via the ATO's Electronic Commerce Interface (ECI).								
	Period:	01/11/2015	•	to	14/11/2015 🔹				
	The wizard w employment	ill export a TFN Dec in the period specific	aration for ed.	r any em	ployee who commenced				
			< <u>B</u> ack	N	ext > Cancel				

TFN Declaration Wizard										
TFN Declaration Errors Encountered										
Unable to produce the TFN declaration export due to the errors listed below. Please correct and run the report again.										
Name	△ Commenced	DOB	TFN							
Admin, ESP	01/01/2009	16/04/1969	NOT FOUND							
Regular, Rodger	01/08/2012	22/05/1973	NOT FOUND							
Test 2, Test	01/09/2014	10/09/1976	NOT FOUND							
Test, Test	07/11/2012	05/09/1980	NOT FOUND							
Print			Cance	:						

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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												×	J
	TFN Declarat	tions													٦
	TFN Declarations for	the following empl	loyees will be ser	nt to the ATO. Please review	w the list and e	nsure that all	details are c	orrect before	e procee	eding to	the next	t 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									N		
	Admin, ESP Pays, Peter Regular, Rodger Standard, Sally	01/01/2009 01/09/2012 01/08/2012 01/10/2012	16/04/1969 25/12/1959 22/05/1973 01/01/1971	111111111 85201475 111111111 123632154									Ni Ni Ni		
	Test 2, Test Test, Test White, Barry	07/11/2012 15/06/2013	10/09/1976 05/09/1980 30/08/1969	11111111 11111111 11111111				y y					N		
	Print										< <u>B</u> ack	<u>N</u> ext >		ancel	
															_
	😨 TFN Decl	aration Wiz	ard							x	Ŋ				
	File Crea	ation Su	immary	/											
	The following	export file is	about to b	e created. If all de	tails are co	orrect, di	ck the "N	ext" butt	ton to	crea	3				
	Dates:	1 Nov 20	15 to 14	Nov 2015											
	Output File:	C:\Users\a	4s\Desktop	TFNDEC.D01					•	••					

< <u>B</u>ack

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 $\underline{N}ext >$

Cancel



😨 TFN Declaration	Wizard	×
	Complete	
	The TFN Declaration file has been successfully created.	
	Click 'Explore' to browse the ouput file location	Explore
		Close

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 <u>ato.gov.au/Business/Business-Portal/</u>

* 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.

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