



DIRECTORS

P.O. Box 896
Capalaba, Qld. 4157
www.robinsaccountants.com.au

LEX ROBINS TRISH HALE

BIRDKALE
Birkdale Place
120 Birkdale Road
Birkdale, Qld 4159

CLEVELAND
Robins Corner
Cnr Waterloo & Middle Street
Cleveland, Qld 4163

Ph: 07 3822 5566
Fax: 07 3822 5577

ROBINS ACCOUNTANTS FACT SHEET: TAXABLE PAYMENTS ANNUAL REPORT (TPAR)

What is TPAR?

The Taxable Payments Annual Report is commonly referred to as a TPAR.

The ATO uses this information for data matching purposes.

This report is due to be lodged annually by the 28th of August.

What business are required to lodge a TPAR?

From 1/7/2012 - Building & Construction Services,
From 1/7/2018 - Cleaning Services,
From 1/7/2018 Courier Services
From 1/7/2019 Road Freight Services
From 1/7/2019 IT Services
From 1/7/2019 Security, Investigation or surveillance Services

Does this apply to my business?

If 50% or more of your business income is derived from providing these services, then yes this applies to you. All businesses need to report regardless of whether they are a Sole Trader, Partnership, Company or Trust.

The ATO have a list of Defined Industries and Services that are required to lodge a TPAR. Information can be found on the ATO Website at www.ato.gov.au/Business/Reports-and-returns/Taxable-payments-annual-report.

What has to be reported?

- The report requires:
- Contractor's name
- ABN
- Address
- Phone Number for subcontractor
- Total amount paid to a contractor over the financial year and the
- Amount of GST paid.

How do I lodge the report?

Paper – The ATO will send out the form if you have lodged previously or you can order a form via the ATO website.

We have a limited supply of forms at Robins Accountants please contact us to arrange a form.

Online – The report must be lodged via a Tax Agent Portal or Business Portal.

Robins Accountants – We can lodge the report for you. We will provide you with a copy of the form or confirmation of the lodgement for your records.

Our fees for us to prepare and lodge the TPAR on your behalf

- | | |
|------------------------|---|
| • Lodge a Nil Tpar | \$50.00 |
| • 1-3 Subcontractors | \$160.00 - \$300.00 |
| • 4-9 Subcontractors | \$300.00 - \$600.00 |
| • 10-17 Subcontractors | \$600 - \$800.00 |
| • 18+ | This will be charged based on the time taken to prepare and lodge |

Why the variance in fees?

We do not want to set a standard fee as there are variables in preparing the report?

Do you have software to assist with the preparation of the report?

Is all of the required information available?

Do we need to prepare a hand written form? (The ATO only accepts certified software programs or original copies of the TPAR form – no excel spreadsheets, photo copies or scanned copies are accepted.

What do I get for the fee?

- Full reconciliation of the subcontractors engaged for the year
- Prepare – either electronically or handwritten acceptable form
- Lodge the report so you stay compliant
- A copy of the report submitted to the ATO for your records

What payments need to be reported?

You only need to report payments made for labour – you are not required to report payments for materials only.

Where an invoice includes both labour & materials you will need to report the whole amount of the invoice – unless the labour component is only incidental to the supply of the materials.

If you are unable to separate what part of the invoice is materials only, you can report all of the payments you make to the contractor.

You only report on invoices that have been paid.

What if I haven't engaged any Sub-contractors this year?

The ATO requirement is that you must then lodge a Nil TPAR.

Do I need to supply any information to my subcontractors?

There is no requirement for you to provide your contractors with these details but you can choose to provide this information if you would like. The ATO has a Payee Information Statement available online which can be used for this purpose.

What if I don't lodge a TPAR?

The ATO requirement is that you lodge a TPAR by the 28th August each year, they do impose penalties fees and charges for late lodgment.

BIRKDALE
CLEVELAND

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