Instructions for Monthly Wages for MYOB v 19.7

1. Do you Bank Reconciliation for the Month you are reporting for
2. Run a Profit and Loss for the Month you are reporting for
3. Run a Balance Sheet for the Month you are reporting for
4. Print Payroll Register Summary for the Month you are reporting for
5. check that your wages in the profit and loss equals the gross wages in the Payroll Register Summary, and the Tax equals the PAYG Withholding in the Balance Sheet
7. Go the Account Command Centre and Click on BAS Link
8. (this is once only set up) - in the bottom left hand corner click on the BAS info icon - down the
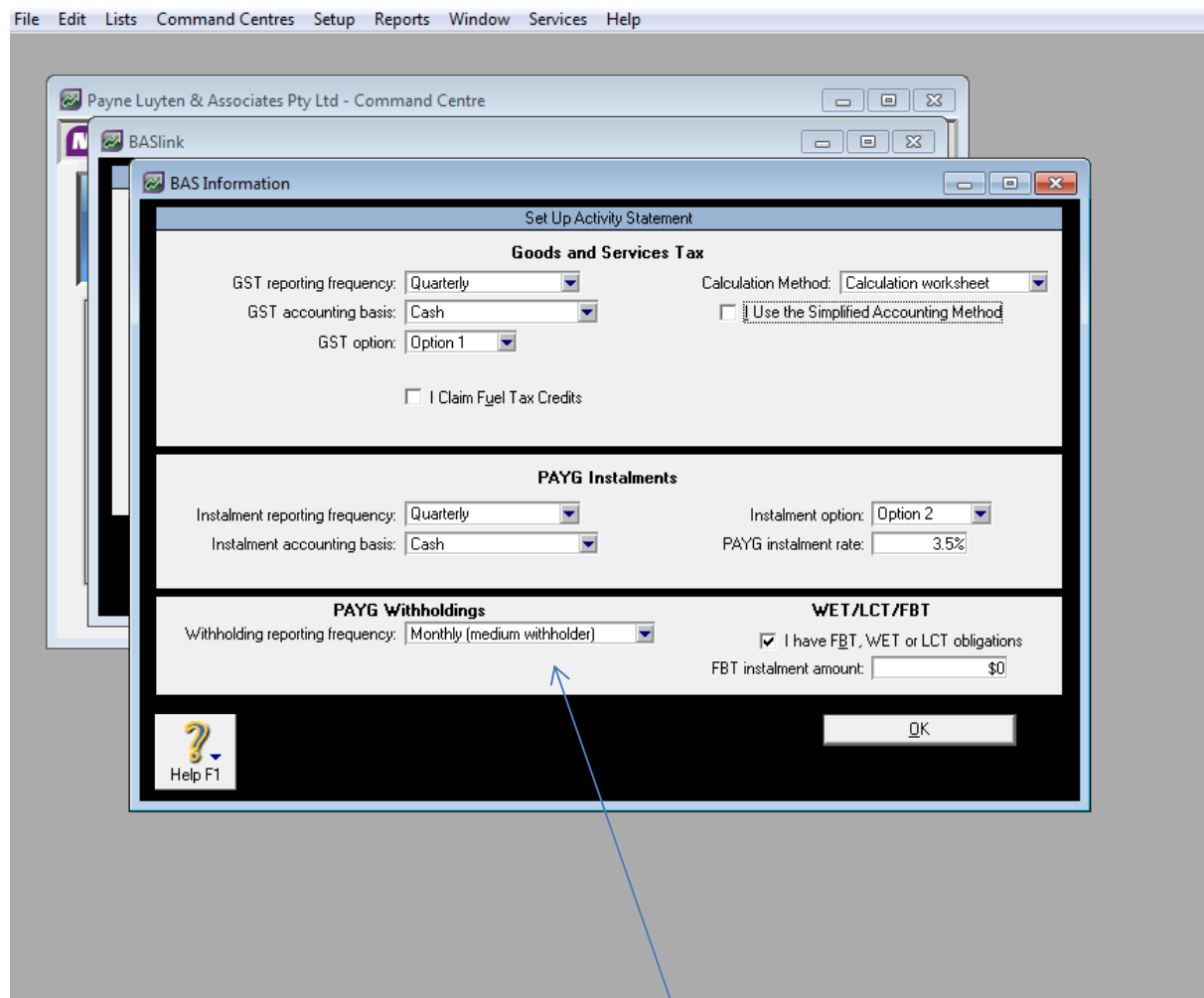
bottom on the left hand side - change it to Medium withholder and click ok

9. Click on the Month of July - make sure the year is 14 and Click on Prepare Statement

10. check that W1 = the Gross Wages and w2 = the tax on your Payroll Register Summary (if these fields are Blank you will need to click on the set up buttons next to W1 and W2 and tick the wages categories and PAYG withholding in W2, until the figures are correct in w1 and w2.

Payne Luyten _Associates Pty Ltd
8-10 Moore STreet
Acacia Ridge Qld 4110

Document ID

ABN   51 095 879 360

Form due on   21 Aug 2013

Payment due on   21 Aug 2013

Contact phone number   (07) 3344 7177

Contact person who completed the form

When completing this form
- use a BLACK pen only (to help with processing)
- leave boxes blank if not applicable (do not use N/A, NIL)
- show whole dollars only (do not show cents)
- do not use symbols such as +, -, /, $

PAYG tax withheld

for the MONTH from 1 Jul 2013 to 31 Jul 2013

Total salary, wages and other payments	W1 $	15,478	Setup
Amounts withheld from payments shown at W1	W2 $	2,376	Setup
Amounts withheld where no ABN is quoted	W4 $		Setup
Other amounts withheld (excluding any amount shown at W2 or W4)	W3 $		Setup
Total payment amount (W2 + W3 + W4)	9 $	2,376	

Do not use symbols such as +, -, /, $

Declaration   I declare that the information given on this form is true and correct, and that I am authorised to make this declaration

Signature   Date   /   /

Please return this completed form to

HRS	MINS
0	0

Please estimate the time taken to complete this form. Include the time taken to collect any information.

The ATO is authorised by the tax laws to collect this information to administer those laws and may pass information to other government agencies.

PAYMENT ADVICE - 60

Payne Luyten _Associates Pty Ltd

ATO code

ABN   51 095 879 360

Amount paid   2,376

Help   Check   Print   Transaction   Save Setup & Exit

11 click on the Print Button - this will print out the form you - use this to fill out the form to send to the ATO

12 Then click on the Transaction Icon - this will print out the Spend Money Icon - it will ask if you use the PAYG function - click on "NO"

13. Select Save and Close.