



Electronic storage media Taxable payments annual reports Part A – Information

PC

! You must enclose part A of this form with all media lodged.

If the storage media includes:

- annual reports for more than one payer, you must also complete part B
- more than one annual report data file, you must also complete part C.

Period of report from

Day		
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Month		
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Year			
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 to

Day		
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Month		
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Year			
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Section A: Supplier details

The supplier is the entity supplying the *Taxable payments annual report* on electronic storage media to us, for example, a payer, tax agent or computer service provider.

Supplier name

Supplier Australian business number (ABN)

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Business address of supplier (for delivery of electronic storage media)

Suburb/town

State/territory

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Postcode

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Contact name

Email address

Phone number

(including area code)

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Fax number

(including area code)

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Section B: Payer details

The payer is the business that has made the payments in this report.

Payer name

Payer ABN

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Branch

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! If the media contains taxable payments annual reports for more than one payer, complete the additional payer details in part B of this form.

Media type (cross relevant box ☒) ☐ USB/flash drive ☐ ZIP disk ☐ Floppy disk ☐ (no DVD-RAM) ☐ DVD ☐ CD-ROM ☐

Section C: Identifier

Write an identifier on the outside of the electronic storage media and show this here. The identifier should have six characters.

Identifier

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> Complete this form and send it with the electronic storage media to:

Media Information Processing Services
Australian Taxation Office
PO Box 923
ALBURY NSW 2640

We recommend that you use a padded bag or CD/Floppy disk mailing box for postal items.

> If you have an AUSkey, you can lodge the *Taxable payments annual report* online using our Business Portal or Tax Agent Portal. To find out more, visit our website at ato.gov.au/online services To watch a video on how to lodge online, visit ato.gov.au/tpr

! This form may be photocopied for use.

> For more information, phone us on **13 28 66**.

Lodging on electronic storage media

Instructions for lodging your *Taxable payments annual report* on electronic storage media can be found at ato.gov.au/taxablepaymentsreporting

 To lodge the *Taxable payments annual report* on electronic storage media, you need to create an electronic annual report data file using accounting software that meets our requirements. To find out if your accounting software meets ATO requirements, check with your software provider.

Checklist

The following checklist will help you correctly prepare and send the *Taxable payments annual report* on electronic storage media:

- ☐ The electronic storage media is a type that is accepted by the ATO
- ☐ The electronic storage media has been labelled with the six character identifier written at section C in part A of the *Electronic storage media – Taxable payments annual reports* form
- ☐ The only files on the electronic storage media are *Taxable payments annual report* data files
- ☐ The annual report data file or files are not split and are on only one piece of electronic storage media
- ☐ The annual report data file or files are not compressed, zipped, archived or password protected
- ☐ An *Electronic storage media – Taxable payments annual reports* form has been completed and enclosed with the media
- ☐ If the electronic storage media includes annual reports for more than one payer, part B of the *Electronic storage media – Taxable payments annual reports* form has been completed and enclosed with the media
- ☐ If there is more than one annual report data file on the electronic storage media, part C of the *Electronic storage media – Taxable payments annual reports* form has been completed and enclosed with the media
- ☐ If there is more than one annual report data file on the electronic storage media, the file names are in the format TPAR.Cnn (where 'nn' is a number between 01 and 99)
- ☐ The electronic storage media is packaged securely (for example, using a disk mailer or envelope with cardboard reinforcement)