

ATO Payment Options

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The ATO has two accounts for most Australian Business Numbers (ABN). One for the lodgement for BAS and one for lodgement for ITR (Income Tax Returns). The two accounts will have different reference numbers for BPay or EFT Payments. Ensure that the correct reference is used when making a payment, it is recommended that two Creditor accounts are maintained for the ATO so payments are not paid incorrectly to the wrong account.

Reference details for making a payment to the Australian Taxation Office (ATO) can be found in several places, some of the options are detailed below:

- BAS paper statement or copy of prior lodgement
- ato.gov.au - portal access / login required
- Accountant / Tax Agent
- StrataMax ATO SBR Client

Sample - ATO SBR Client - Lodged BAS and payment details.

The screenshot shows the 'Form A - Business Activity Statement' interface. The 'Payment Options' section is highlighted with a red box and contains the following information:

Payment Options	BPAY	Cheque	EFT
Customer Ref (PRN): 2402364467642360	Bill code: 75556 Ref: 2402364467642360	Payable to: Australian Taxation Office Locked Bag 1793 Penrith NSW 1793	ATO EFT Deposits Trust Account Reserve Bank of Australia BSB: 093003 Acct: 316385 Ref: 2402364467642360

Payment options for BAS and Income Tax Returns:

BPAY®, using **Creditor Maintenance**, enter the Australian Tax Office BPay biller code 75556. The CRN / PRN is also set in Creditor Maintenance for each individual Building. This should be set in the ATO - BAS account for the default BAS Creditor and also set in the ATO - Income Tax creditor for use with annual Income Tax payments.

EFT - Use the following information to make a payment to the ATO bank account:

Bank: Reserve Bank of Australia.

BSB no: 093 003 Account no. 316 385.

Account name: ATO EFT Deposits Trust Account.

Record your EFT Reference code in **Creditor Maintenance** (for each Building) for your default ATO Creditor Code. This will display in **Building Information**.

Note: Your electronic funds transfer (EFT) code is found immediately above the bar code on your payment advice form.

In person, at any **Australia Post** agency, by cash, EFTPOS (subject to your daily limits) or cheque. You must provide an ATO barcode with your payment.

Cheques are no longer the preferred option for payment, however if you choose to use cheques and money orders, make sure they are:

- in Australian dollars
- payable to 'Deputy Commissioner of Taxation'
- marked 'Not Negotiable'.
- not post-dated.

Post / Cheque, send with the payment advice form to the address printed on the advice form.

You can mail your payment slip and a cheque or money order to:

Australian Taxation Office
Locked Bag 1936
ALBURY NSW 1936

Do not use pins, staples, paper clips or adhesive tape.

For more information on any payment method: email: payment@ato.gov.au or visit www.ato.gov.au