

Group Single Lodger Application

Note:

- This application is to nominate a Group Single Lodger to be responsible for lodging and paying payroll tax on behalf of all members of the group in accordance with Section 87(2) of the *NSW Payroll Tax Act 2007*.
- **Only one form needs to be completed per group**
- All group members are to keep a copy of this form for their records.
- Each group member will be notified in writing of their lodging status.
- Approval as a Group Single Lodger does not release other group members of their liability or obligation to be registered for payroll tax.
- Under the *Taxation Administration Act 1996*, it is an offence to give false or misleading information.

Group Single Lodger details

Company name		
Client ID	ABN	
Contact name	Phone ()	
Business address		
Email address		
Suburb	State	Postcode
Date single lodger group commenced (DD/MM/YYYY)		

Under the *Taxation Administration Act 1996*, it is an offence to give false or misleading information. I declare that all information provided is true and correct in every particular.

I,	
declared at	on (DD/MM/YYYY)

Terms and conditions

- A Group Single Lodger is responsible for advising Revenue NSW when any member joins or leaves the group.
- The authorised Group Single Lodger must remain in that role unless they leave the group and a new Group Single Lodger is nominated.
- If the authorised Group Single Lodger leaves the group, they are responsible for providing wage figures to enable Revenue NSW to reconcile the relevant period before a new Group Single Lodger will be authorised.
- The authorised Group Single Lodger as at 30 June is responsible for lodging on behalf of the group for the entire period during which they were the Group Single Lodger.
- Any refund due to the group will be paid to the member who is the authorised Group Single Lodger for the assessment period.
- Any tax payable assessment will be issued to the member who is the authorised Group Single Lodger for the assessment period.
- Approval as a Group Single Lodger does not release the other group members of their liability or obligation to be registered for payroll tax.

Under Section 81 of the *NSW Payroll Tax Act 2007*, group members will be held jointly and severally liable in the event that the Group Single Lodger fails to fulfil the obligations on behalf of the group.

Other Group members details





Company name	Client ID
Contact name	Email address
Phone ()	Date joined group (DD/MM/YYYY)


Company name	Client ID
Contact name	Email address
Phone ()	Date joined group (DD/MM/YYYY)

Company name	Client ID
Contact name	Email address
Phone ()	Date joined group (DD/MM/YYYY)

Note: If insufficient space, please attach a schedule.

Contact details

 1300 139 815* (Monday – Friday, 8.30 am – 5.00 pm) *Interstate clients please call (02) 7808 6900
 www.revenue.nsw.gov.au  payrolltax@revenue.nsw.gov.au  Help in community languages is available

 **Postal address**
GPO Box 4042,
Sydney NSW 2001

DX Number
DX 456 Sydney

Privacy Collection Notice

Revenue NSW is collecting your information to administer the *Payroll Tax Act 2007*.

Revenue NSW gives priority to protecting the privacy of information we receive. We do this by handling information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* and *Taxation Administration Act 1996*.

Revenue NSW may disclose your information for law enforcement, for legal proceedings arising out of a taxation law, to permitted statutory or regulatory bodies, for reciprocal taxation law administration with another Australian jurisdiction, or any other reason contained within Part 9, Division 3 of the *Taxation Administration Act 1996*, or as permitted by law.

Revenue NSW does not require you to disclose tax file numbers for Payroll Tax purposes. If you submit information to us that includes tax file numbers and data that was not requested, you should redact this information where possible.

For more privacy information regarding the collection of information about an individual, please refer to the Revenue NSW Policy.

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