Australian Government
Australian Taxation Office

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] / [Month] / [Year] to [Day] / [Month] / [Year]

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) [ ] [   ] [   ] [   ]

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

Suburb/town [   ] State/territory [   ] Postcode [   ]

Contact name [   ] **Email address** [   ]

Phone number (including area code) [   ] **Fax number** (including area code) [   ]

Section B: **Payer details**

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

Payer name [   ]

Payer ABN [ ] [   ] [   ] [   ] **Branch** [   ]

> ❗ 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 [ ]   DVD (no DVD-RAM) [ ]   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 [   ]

> ❯ 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/onlineservices** 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**.

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Electronic storage media
Taxable payments annual reports –
Part B – Additional payer details

PC

You must complete this part of the form if the electronic storage media contains *Taxable payments annual report* details for more than one payer.

> **!** You must enclose part A of this form with all electronic storage media lodged. If the electronic storage media includes more than one annual report data file, you must also complete part C.

Section A: **Supplier details**

Supplier name

Supplier ABN

Section B: **Payer details**

Provide the name and ABN for all payers included in the electronic storage media.

> **!** Do not include the payer details that you provided on part A of this form.

Payer name	Payer ABN	Branch
Payer name	Payer ABN	Branch
Payer name	Payer ABN	Branch
Payer name	Payer ABN	Branch
Payer name	Payer ABN	Branch
Payer name	Payer ABN	Branch
Payer name	Payer ABN	Branch
Payer name	Payer ABN	Branch
Payer name	Payer ABN	Branch
Payer name	Payer ABN	Branch
Payer name	Payer ABN	Branch
Payer name	Payer ABN	Branch

> **!** If you need to provide more payer details, use a photocopy of this form.

Section C: **Identifier**

This must be the same identifier that appears on part A of this form and the outside of the electronic storage media. The identifier should have six characters.

Identifier

> **➤** For more information, phone us on **13 28 66** between 8.00am and 6.00pm, Monday to Friday.

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Electronic storage media – Taxable payments annual reports Part C – Multiple files

PC

You must complete this part of the form if more than one annual report data file has been included on the electronic storage media.

❗ You must also enclose part A of this form with all electronic storage media lodged. If the electronic storage media includes taxable payments annual reports for more than one payer, you must also complete part B.

Circle or highlight below the name of each file contained on the electronic storage media lodged. Multiple file names must be in the format TPAR.C*nn*

File name	Process number (ATO use only)	File name	Process number (ATO use only)	File name	Process number (ATO use only)
TPAR.C01		TPAR.C34		TPAR.C67	
TPAR.C02		TPAR.C35		TPAR.C68	
TPAR.C03		TPAR.C36		TPAR.C69	
TPAR.C04		TPAR.C37		TPAR.C70	
TPAR.C05		TPAR.C38		TPAR.C71	
TPAR.C06		TPAR.C39		TPAR.C72	
TPAR.C07		TPAR.C40		TPAR.C73	
TPAR.C08		TPAR.C41		TPAR.C74	
TPAR.C09		TPAR.C42		TPAR.C75	
TPAR.C10		TPAR.C43		TPAR.C76	
TPAR.C11		TPAR.C44		TPAR.C77	
TPAR.C12		TPAR.C45		TPAR.C78	
TPAR.C13		TPAR.C46		TPAR.C79	
TPAR.C14		TPAR.C47		TPAR.C80	
TPAR.C15		TPAR.C48		TPAR.C81	
TPAR.C16		TPAR.C49		TPAR.C82	
TPAR.C17		TPAR.C50		TPAR.C83	
TPAR.C18		TPAR.C51		TPAR.C84	
TPAR.C19		TPAR.C52		TPAR.C85	
TPAR.C20		TPAR.C53		TPAR.C86	
TPAR.C21		TPAR.C54		TPAR.C87	
TPAR.C22		TPAR.C55		TPAR.C88	
TPAR.C23		TPAR.C56		TPAR.C89	
TPAR.C24		TPAR.C57		TPAR.C90	
TPAR.C25		TPAR.C58		TPAR.C91	
TPAR.C26		TPAR.C59		TPAR.C92	
TPAR.C27		TPAR.C60		TPAR.C93	
TPAR.C28		TPAR.C61		TPAR.C94	
TPAR.C29		TPAR.C62		TPAR.C95	
TPAR.C30		TPAR.C63		TPAR.C96	
TPAR.C31		TPAR.C64		TPAR.C97	
TPAR.C32		TPAR.C65		TPAR.C98	
TPAR.C33		TPAR.C66		TPAR.C99	

❗ 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)