



Electronic Payment Authorisation For Tasmanian Revenue Online users

State Revenue Office
Department of Treasury and Finance

About this form

This form is used by an applicant to authorise the State Revenue Office to debit funds from their nominated bank account to pay Tasmanian Revenue Online (TRO) invoices.

Debits will only be made where you authorise them through TRO.

Terms and conditions of the Electronic Payment Authorisation (EPA)

1. Once we have your EPA, the State Revenue Office of Tasmania (SRO) will initiate the service when we have received your electronic return and/or authorisation to direct debit the nominated account.
2. Where you enter into an EPA, and have some existing payments to make (such as a previous month's payroll tax liability), we will not attempt to direct debit that amount. You should contact the SRO for more information.
3. Where your payment is not able to be processed by us on the date you requested, for reasons beyond our control, the SRO will make every attempt to do so on the next business day.
4. Should you wish to change the terms of your EPA arrangement, please contact the SRO.
5. The SRO will offer you 14 days' notice if we propose to vary the details of an arrangement. Where you ask to vary the details of an arrangement and we agree with it, the request will be processed in five (5) business days.
6. If you wish to dispute any debit item, please contact the SRO.
7. The SRO will make every attempt to ensure that disputes over any debit to your account are resolved within three (3) business days.
8. It is your responsibility to have sufficient cleared funds in your account on the requested or due date so that the payment of debit items can proceed as set out in your EPA. Please refer to the note on the next page about late payments.
9. The SRO will make every attempt to ensure that due dates do not fall on a non-business day. If this does happen, the debit item will be processed on the next business day.
10. If a debit item is returned unpaid by your financial institution, the SRO will attempt to debit the item again after three working days. If this is not successful, you will be contacted to make other arrangements and you may be liable for any dishonour fees charged by that financial institution. Amounts outstanding will become an overdue debt and will go through the debt recovery process. Please see the note on the next page about late payments.
11. An EPA remains in force until it is cancelled. If you wish to cancel an EPA or stop any individual debit item, you must give at least seven (7) business days notice to the SRO.

12. If you change your account and want to continue using electronic payments, you will need to complete a new Electronic Payment Authorisation (EPA) form, available from the SRO – phone (03) 6166 4400.
13. Send all enquiries about cancelling an EPA, or to stop individual debit items, to the Commissioner of State Revenue, GPO Box 1374, Hobart TAS 7001.
14. The SRO exercises strict protections for the privacy of your personal information. Some details may be given to a financial institution where there is a dispute about an EPA item.
15. This EPA or direct debit is not always available on every type of account. If there is some doubt about your account/s, please check with your financial institution.
16. The SRO does not debit credit cards.

Late Payments

As set out in the [Taxation Administration Act 1997](#) and other legislation, interest and penalty tax will apply to late payroll tax payments.

What information is needed to complete this form

You will need details about your nominated banking account.

More information from the State Revenue Office

Phone

(03) 6166 4400 (weekdays, 9:00am to 5:00pm)

1800 001 388 (for Tas-based callers outside the 62 area)

Email

taxhelp@treasury.tas.gov.au

Personal Information Protection Statement

Personal information is collected by the Commissioner of State Revenue and used for the purpose of administering the [Taxation Administration Act 1997](#). You are required to provide this information under the relevant provisions of that Act.

Your personal information may only be disclosed in accordance with the provisions of the Taxation Administration Act, and will be managed in accordance with the [Personal Information Protection Act 2004](#). You may access your personal information on request to the Commissioner of State Revenue. A fee may be charged for this service.

1. Your details

Full name	<input type="text"/>		
Address line 1	<input type="text"/>		
Address line 2	<input type="text"/>		
Suburb/town	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
Daytime telephone number	<input type="text"/>	Include area code if outside Tasmania. Can be a mobile number.	
Email address	<input type="text"/>		

2. Your client details

Client number

3. Taxlines

- The EPA will apply to one or more of these taxlines.
Please tick your selection(s).
- Duty instrument
 - Payroll Tax
 - Duty return
 - Insurance duty

4. Your bank details

Name of Bank/ Financial Institution	<input type="text"/>
Name of account holder/s	<input type="text"/>
	<input type="text"/>

BSB -

Account number

Up to ten digits. This is not the number on your bank card.

5. Declaration and Authority

By signing below, you are declaring that:

- the information provided in this form is true and accurate; and
- there may be court-imposed penalties for giving false or misleading information.

Signature	<input type="text"/>
Full name	<input type="text"/>
Date	<input type="text" value="/ /"/>
	Day / Month / Year

Lodging your form

Fax
(03) 6234 3357

Post
Commissioner of State Revenue
GPO Box 1374
HOBART Tas 7001

Deliver to
Level 3, 80 Elizabeth Street, Hobart
(weekdays, 9:00am to 5:00pm)