



This Help guide provides steps on how to void a payment for taxpayers who pay their payroll tax via electronic payment authority (EPA).

If you have authorised a future payment, either for a monthly return or an annual reconciliation, you can void the future payment. This will cancel the payment. Only payments with status of future can be voided.

**Note:** If you have authorised a same day payment and realise that the payment is incorrect you need to contact RevenueSA on the same day to stop the payment from being debited.

## Void a payment

- Navigate to the payment screen, if the payment that you wish to void is for:
  - a monthly return, go to step 2.
  - an Annual Reconciliation, go to step 4.
- From the menu on the left, select **Payroll Tax** menu, then select **Monthly Returns**.
- Select the monthly return you wish to void the payment for by clicking on the row. Go to step 6.
- From the menu on the left, select **Payroll Tax** menu, then select **Annual Returns**.
- Select the Annual Reconciliation you wish to void the payment for by clicking on the row. Go to step 6.
- The table at the bottom of the screen displays the payments for the monthly return or annual reconciliation (as applicable), click on the **Void** link in the **Actions** column.

Payment Date	Reference No	Amount Payable	User Name	Account Description	Created	Status	Actions
31/08/2018		1,814.18	revenue@sa.gov.au	TEST	15/08/2018 14:03	FUTURE	Void

- A message is displayed "Once the payment is voided it cannot be reversed. Are you sure you want to proceed?" Click on **OK** to void the payment.
- The status of the payment is updated to **Voided**. The payment has been cancelled and will not be debited from the nominated bank account.

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