

Your
EOFY
Payroll Checklist

20
25

EOFY is almost here... is your payroll ready?

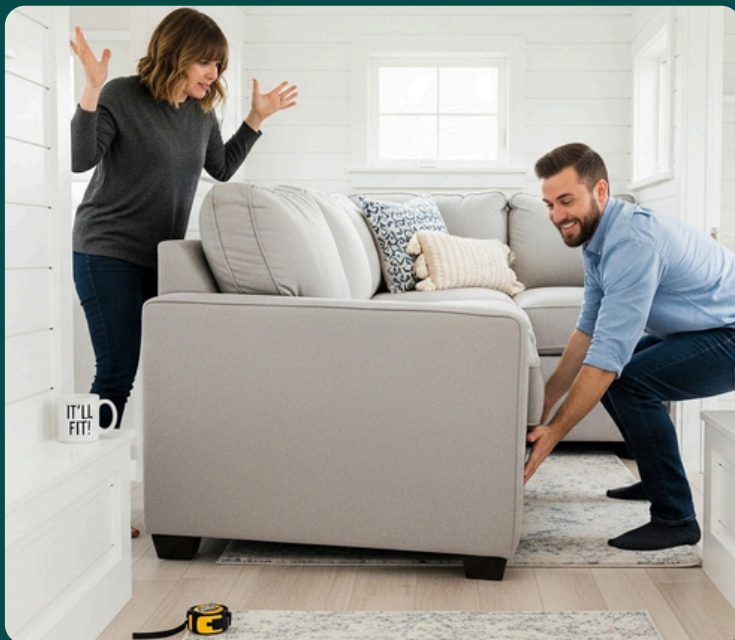
As June 30 creeps closer, now's the time to block out your calendar, pour that strong coffee, and wrap up the financial year with no regrets. There's a bit to get through when it comes to payroll – finalising pay runs, reconciling year-to-date figures, and lodging your STP reports with the ATO (just to name a few). But don't stress, we've got your back.

At Payroller, we've created a simple, step-by-step EOFY payroll checklist to help you feel calm, clear and in control.

Whether you're a one-person show or managing a growing team, this guide is built to make sure everything adds up.

No fuss. No hidden fees.

No Regrets. Just Good Payroll



**Make sure your EOFY measures up in 2025.
Payroller is the perfect fit.**

2025 EOFY Key dates

Stay on top of every deadline with our comprehensive list of key EOFY dates from April to June 2025. Whether it's tax submissions, super contributions, or final pay runs, we've got all the crucial deadlines marked for your convenience.

No more last-minute scrambles—just smooth sailing through the financial year end!

April

- 21 April** Lodge and pay March BAS (if you lodge monthly)
- 28 April** Lodge and pay Q3 (Jan– March) BAS (if you lodge quarterly)
- 28 April** Super guarantee contributions for Q3 (Jan– Mar) is due by today

May

- 15 May** Company income tax returns due for lodgement and payment
- 15 May** Partnership & Trust Income tax returns due for lodgement
- 15 May** Individual income tax returns due for lodgement if using a tax agent
- 21 May** Lodge and pay April BAS (if you lodge monthly)
- 21 May** The Fringe Benefit Tax return is due by today if you lodge by paper
- 28 May** The Fringe Benefit Tax return is due by today if you lodge electronically

June

- 21 June** Lodge and pay May BAS (if you lodge monthly)
- 30 June** Prepare for end of financial year and wrap up your books for the 2024/25 year

End of financial year checklist

As the end of the financial year approaches, ensuring your payroll is accurate and compliant is more crucial than ever. Our EOFY Payroll Checklist is designed to guide you through each essential step, from verifying employee details to finalising year-end reports. Use this checklist to streamline your processes, avoid common pitfalls, and transition smoothly into the new fiscal year, all while maintaining compliance. Ready to tick off each task with confidence? Let's get started!

Task	Details and Actions	Status
Financial statements	Compile a profit and loss statement. Conduct a stocktake.	<input type="checkbox"/>
Tax documentation	Prepare records for tax filings: PAYG, FBT, GST.	<input type="checkbox"/>
Review deductions and concessions	Identify potential deductions and review eligibility for concessions.	<input type="checkbox"/>
Superannuation compliance	Verify and pay all super contributions.	<input type="checkbox"/>
Digital backup	Make digital copies of all important paper records.	<input type="checkbox"/>
Tax agent verification	Check the registration of your tax agent via the TPB register.	<input type="checkbox"/>
Stay updated on tax changes	Subscribe to ATO updates or consult with a tax professional.	<input type="checkbox"/>
Scam awareness	Educate yourself about common tax scams and take preventive measures.	<input type="checkbox"/>
Business and marketing plans review	Update your plans based on the past year's performance and goals for the next year.	<input type="checkbox"/>
Business structure assessment	Evaluate if your current business structure is still appropriate.	<input type="checkbox"/>
Insurance review	Assess and update insurance policies as necessary.	<input type="checkbox"/>

EOFY Payroll Checklist 2025

Our EOFY Payroll Checklist is designed to guide you through each essential step, from verifying employee details to finalising year-end reports. Use this checklist to streamline your processes, avoid common pitfalls, and transition smoothly into the new financial year.

Task	Details and Actions	Status
Verify employee details	Ensure all personal and banking details are current.	<input type="checkbox"/>
Review leave balances	Check leave balances and make necessary adjustments.	<input type="checkbox"/>
Confirm salaries and wages	Cross-check total salaries and wages for the year against your records.	<input type="checkbox"/>
Check super contributions	Confirm all super contributions are correct and paid up to date.	<input type="checkbox"/>
Prepare payment summaries	Generate and distribute payment summaries to employees.	<input type="checkbox"/>
Finalise tax deductions	Review and finalise all allowable tax deductions for the financial year.	<input type="checkbox"/>
Update software	Ensure your payroll software is up to date with the latest tax tables.	<input type="checkbox"/>
Secure documents	Securely store all financial and payroll records for at least 7 years.	<input type="checkbox"/>

Disclaimer: The information provided in this guide is current and up to date as of 26th May 2025 and has been created by Payroller (Bookipi Pty Ltd, ABN 91 617 668 185, hereinafter referred to as Payroller) to support Australian employers and their teams. Though we've put this together using information from trusted third party sources, it is a starting off point and does not replace professional advice.

While we do our best to ensure everything is accurate and current, we can't guarantee that all the details are complete or fit your specific situation. Things change, and what works for one business may not suit another.

Before making any decisions, double-check the facts, the sources, and speak with a qualified advisor. Payroller is not responsible for any issues that arise from relying on the information in this checklist. We're here to help make payroll simpler, but some things are best left to the experts. Payroller does not accept responsibility for any inaccuracy in such data and is not liable for any loss or damages arising, howsoever caused, as a result of reliance on, use of or inability to use any information provided in this article.