

# BPAY Registration Form

## The simple way to pay your payroll tax



Payment by BPAY eliminates the need to lodge payroll tax returns, except for the June and Annual Adjustment return.

All details are transmitted by a simple telephone call to your participating financial institution or by accessing its Internet banking facility. Payments can only be made from a savings or cheque account (credit card payments are not accepted).

Once you have registered with your financial institution for telephone or internet banking, and you have registered with the Territory Revenue Office (TRO) to pay by BPAY, all you need to do is follow these simple steps:

1. Phone your participating financial institution's telephone banking service; or access its Internet banking site.
2. Follow the instructions and enter the Biller Code 49015 (which is specific to TRO) and your Customer Reference Number (CRN). Your CRN consists of:
  - a series of three zeros;
  - the month and year of the return;
  - your payroll tax registration number; and
  - a unique three digit number (for example, 019) to facilitate identification of your payment through the BPAY payment system.

For example, if your payroll tax registration number is 123456 and your unique three digit number is 019, your customer reference number for the February 2012 return would be:

0	0	0	0	2	1	2	1	2	3	4	5	6	0	1	9
Series of Zeros			Month / Year			Payroll Tax Registration Number						BPAY Identifier			

3. Nominate the account you wish to draw the funds from and the amount to be paid (include cents).
4. Take note of the receipt number. That's it, your payroll tax is paid.

**To register with TRO for payment by BPAY, please complete the following information and email this form to [ntrevenue@nt.gov.au](mailto:ntrevenue@nt.gov.au).**

Name of Employer:

Payroll tax registration number:

Name of authorised person:

Signature of authorised person:

Date:

## TERRITORY REVENUE OFFICE

GPO Box 1974 Darwin NT 0801 ph: 1300 305 353

[ntrevenue@nt.gov.au](mailto:ntrevenue@nt.gov.au) [www.revenue.nt.gov.au](http://www.revenue.nt.gov.au)