

## Memorandum

**Date:** 16 August 2018  
**To:** Diocesan Payroll Recipients  
**From:** Jane Dumsa, Payroll Officer  
**Subject:** Single Touch Payroll  
**Document:** 017/2018

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The Australian Taxation Office has introduced new laws from 1<sup>st</sup> July 2018 which require employers to report your PAYG Tax and Superannuation information each time we pay you. You will continue to be paid the same way.

Please find attached Single Touch Payroll: Employee Fact Sheet for your information.

Should you have any queries please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read "Jane Dumsa".

**Jane Dumsa**  
Payroll Officer