

TRMeR Information Sheet

Annual Return Requirements – Designated Group Employer (DGE) of a Group

Information requirements

Please ensure you have the following information to commence your return:

Note: If you **do not** wish to claim the general exemption deduction (GED), you will only require items 1 and 3. For further information on the GED refer to the Claiming the General Exemption Deduction (GED) Information Sheet.

1. **Your** Australia wide and NT employment period for the financial year.
2. **Your** Australia wide taxable wages. If you ceased to pay NT taxable wages during the year, include your Australia wide taxable wages up to that date.
3. **Your** NT gross wages (e.g. wages and salaries, superannuation, fringe benefits and exempt wages).
4. Your **group's** Australia wide and NT employment period for the financial year.
5. Your **group's** Australia wide taxable wages. If you ceased to pay NT taxable wages during the year, you will need your group's Australia wide taxable wages up to that date.

How TRMeR works for DGE's of groups

1. The designated group employer (DGE) of a group is required to reconcile the group's liability each year by lodging a group annual return.
2. TRMeR requires all NT group members that are **not** the DGE to lodge annual returns **before** the DGE lodges a return.
3. Before lodging a return the DGE should **allow sufficient time** for payments made by other group members to be processed by TRO, otherwise these payments will not be taken into account when determining any additional tax payable, resulting in an overpayment by the DGE.
4. If the DGE attempts to lodge a return before other NT group members, TRMeR will display a message advising what member has not lodged their return. To view the NT members of your group click on the 'Group Members' button on your 'Entity' screen.

5. Once the DGE's annual wage details are entered, the group annual return is automatically populated with the aggregated NT wages of all NT group members. These wage details can still be adjusted if required.

Annual Return Process

1. Log in to TRMeR through the TRO website at www.revenue.nt.gov.au/

Note: If you have not registered to use TRMeR you will need to complete a TRMeR New User Registration form and fax or mail it to TRO. If you have forgotten your password please contact Treasury IT Services on 1300 654 176. For all other enquiries contact TRO on 1300 305 353 or email ntrevenue.ntt@nt.gov.au

2. Read the Terms and Conditions of Use and click 'I accept' to proceed.
3. From the 'Welcome to TRMeR' screen, click 'Select' next to your entity details.
4. To lodge your annual return:
 - (a) if you lodge monthly returns in TRMeR, click 'Add Return' to enter your June wage details. Once entered TRMeR will take you to your annual return; or
 - (b) go directly to 'Add Annual Return'.

Completing your annual return

1. The Annual Return entry screen will require you to answer two questions:

Q1 *Are you entitled to, and do you wish to claim the general exemption deduction for the financial year you are about to lodge?*

- If you wish to claim the GED, click 'Yes'.
- If you do not wish to claim the GED, click 'No'.

Q2 *Did you have a change in group status during the financial year for which you are about to lodge?*

- If you answer 'Yes', you are required to enter separate returns for the periods up to and following the change.
- If you select 'No', you are only required to enter one return for the financial year.

A status change occurs if an employer:

- becomes a member of a group, ceases to be a member of a group, or joins another group during the financial year; or
- is the DGE of a group of which other members cease or become members of during the financial year.

2. When both questions are answered, TRMeR will automatically direct you to the relevant return. Enter the required information (e.g. employment period, NT wages, group employment period) in each screen until the process is complete. As part of the process, you will be asked to enter you and your group's Australia wide taxable wages. If you elected not to claim the GED (this is a non-mandatory field) you may bypass this screen by clicking on 'Submit'.

Return Status Bar

When completing your annual return a status bar will appear at the top of the screen showing the stage of completion of the return. Please ensure the status bar is showing completed before logging out of TRMeR. Failure to complete the process will result in a loss of data entered and the return not being lodged.

Refunds

To ensure prompt processing of your refund, please ensure you complete a refund form, accessible from the return lodgement screen or from the TRO website, and email, mail or fax it to TRO.

Help

If you require assistance at any stage during the process, you can refer to the help function available at the top of each screen.

For further information, contact the Territory Revenue Office

GPO BOX 154

Phone: 1300 305 353

Darwin NT 0801

Fax: 08 8999 6395

Email: ntrevenue.ntt@nt.gov.au

Website: <http://www.revenue.nt.gov.au/>
