

TRMeR Information Sheet

Annual Return Requirements – Member of a Group - Non DGE

Information requirements

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

1. Your NT gross wages (e.g. wages and salaries, superannuation, fringe benefits and exempt wages).
2. Your NT exempt wages (apprentices, overseas employees etc.) for the financial year.

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 (or you can bypass the June return by going directly to your annual return – see (b) below). Once entered TRMeR will take you to your annual return; or
 - (b) go directly to 'Add Annual Return'.

Completing your annual return

On entry to the Annual Return screen you will be asked:

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

A status change occurs if an employer:

- *becomes a member of a group, or 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.*

The process will differ depending on your answer as follows.

No change in status

1. If you select '**No**', you are only required to enter one return for the financial year.
2. Once you have made your election, click 'Next' and TRMeR will automatically direct you to the relevant return.
3. You will be required to enter your NT gross wages and NT exempt wages.

Change in status

1. After selecting 'Yes' click on "next" and TRMeR will automatically take you to the Part Period Annual Return module where you will be required to lodge separate returns for each period pre and post a change in status.
2. The information required for each period will depend on your status for that period. For further information on this module, refer to the TRMeR Information sheet 'Change in Status'.

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 "Finish" before logging out of TRMeR. Failure to complete the process will result in a loss of data entered and the return not being lodged.

Overpayments

Any overpayment identified as a result of this process, including by individual group members, is refundable to the DGE as part of the group annual reconciliation unless the DGE elects not to claim the GED, in which case each group member will be treated individually.

To view the NT members of your group, including the DGE, click on the 'Group Members' button on the 'Entity' screen.

Refunds

If you are entitled to claim a refund, please ensure you complete a refund form, accessible 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
Darwin NT 0801

Email: ntrevenue.ntt@nt.gov.au

Phone: 1300 305 353

Fax: 08 8999 6395

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