

OZ Office Supplies Company & Payroll Information

Company Information	
Business Name	OZ Office Supplies Pty Ltd
Trading Name	OZ Office Supplies
Head Office	7 Holden Street, Camperdown NSW 2482
Contact Details	Phone: 0408 040 810 Email: info@ozofficesupplies.com.au
ACN	008 672 179
ABN	26 0086 721 79
Current Financial Year	Financial year ending 30/06/2022
GST	Registered
GST Reporting Frequency	Monthly
MYOB Account Information	
Account for Cheque Payment	1-1110 East Bank Account BSB: 111-222 Account: 1234567 Name: OZ Office Supplies Bank code: EBA Direct Entry ID: 2333
Account for Electronic Payment	1-1120 Payroll Clearing Account This account is used to reconcile the net payment amount of the payroll to the transaction from your bank account.
Account for Wages Expense	6-4010 Salary & Wages Expense This account is used to record the gross wage and salary expense for the pay run.
Account for Superannuation Expense	6-4020 Superannuation Expense This account is used to track SGC super expense transactions.

Account for First Aid Allowance	6-4030 First Aid Allowance This account is used to track first aid allowances paid to employees. The ATO reporting field for this allowance needs to be 'Qualification and certification allowance'.
Account for Uniform Allowance	6-4040 Uniform Allowance This account is used to track the uniform allowances paid to Kris Cox.
Account for PAYG Withholding	2-1350 PAYG Withholding Payable This account will track PAYG liability transactions.
Account for Superannuation Liability	2-1360 Superannuation Payable This account will track super liability transactions.
Account for Union Fees Payable	2-1370 Union Fees Payable This account will track union fee liability transactions.
General Payroll Information	
Number of payroll hours in a full-time week	37.5 hours
Payroll Period	Monday – Friday (starting on Monday)
Uses timesheets to track employee hours	No
Bank BSB	876-121
Bank Account number	14567345
Round pays to the nearest	5 cents
Company default Superannuation Fund	AMP MYLIFE MYSUPER Employer membership no. - 1234567
Withholding Payer Number	00 484 424 191
Payslips to be emailed from	The student's name
Reply to email address	info@ozofficesupplies.com.au
All employees belong to the Office Supplies Union	

