



FACT SHEET

Declaring your organisation payroll tax status in WAAMS (for financial administrators only)

Employers of apprentices will be asked to disclose whether they are liable to pay payroll tax, to determine if they are eligible to receive the Jobs and Skills WA Employer Incentive payment.

Your organisation's Western Australian Apprenticeship Management System (WAAMS) user with financial administrator access can declare or edit your organisation's payroll tax status in WAAMS. All employers of apprentices will need to complete this task before any employer incentive applications for apprentices can be made.

- 1 Select Edit Payroll Tax Status from the menu.

The screenshot shows the WAAMS web interface. At the top, there is a header with the Government of Western Australia logo, the WAAMS logo, and the slogan 'We're working for Western Australia.'. Below the header is a navigation bar with tabs for 'Organisation', 'Contracts', 'Incoming Training Contracts', and 'Employer Incentive'. The 'Organisation' tab is selected. The main content area shows 'Organisation Details' with fields for 'Legal Name', 'Business Name', and 'ABN'. A red arrow points from the 'Edit Payroll Tax Status' link in the right-hand menu to the 'Edit Payroll Tax Status' link in the main content area, which is highlighted with a red box.

- 2 Then follow the prompts to update your payroll tax status.

The screenshot shows the 'Payroll Tax Status' page in WAAMS. The page has a breadcrumb trail: 'Home / Organisation / Organisation Details / Edit Payroll Tax Status'. The main content area is titled 'Payroll Tax Status' and includes a 'Financial Year' section. A question is asked: 'Are you currently liable to payroll tax in Western Australia for this financial year?'. A dropdown menu is open, showing options: 'Not Answered', 'Yes', and 'No'. The 'Not Answered' option is selected. Below the dropdown, there is a 'Financial Year' field and a question: 'Employer - Is Payroll Tax Liable?'. The page also includes a 'Test Master' and 'Log out' button in the top right corner.

If you require any assistance with WAAMS, please contact Apprenticeship Office on 13 19 54 or email at rai.projects@dtwd.wa.gov.au.