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| Standard Business Reporting  Australian Taxation Office –  Interposed entity election or revocation 2018 (iee.0003)  Business Implementation Guide  Date: July 2018  Status: Final | |
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**VERSION CONTROL**

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| 0.1 | 14/06/2018 | Draft for 2018 consultation and feedback |
| 0.2 | 25/06/2018 | Draft for Business Owner Endorsement   * Accepted all changes in Draft version 0.1 * Update to document date * Update to Draft version to 0.2 * Updated ATO Website link in 2. What are the Interposed Entity Election of Revocation interactions? * Updated SME revised text at 5. Taxpayer Declaration |
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1. Introduction
   1. Purpose

The purpose of this document is to provide information to assist digital service providers in understanding the business context surrounding Interposed entity election or revocation (IEE) interactions. These interactions are performed with the Australian Taxation Office (ATO) through the Standard Business Reporting (SBR) platform.

This document defines the interactions that are available to lodge an IEE, outlines which reporting parties can use the services, and explains any constraints and known issues with the use of the interaction, providing guidance with certain identified issues.

The Interposed entity election or revocation service refers to the interaction with the ATO for a user, depending on their role, to:

* Lodge an Interposed entity election
* Lodge an Interposed entity revocation.
  1. Audience

The audience for this document is any organisation that will be implementing the ATO IEE interactions into their products. Typically this will be digital service providers and business analysts.

* 1. Document context

The ATO IEE Business Implementation Guide forms part of the broader suite of documents used by the ATO to describe or interpret how the technical implementation relates back to the business context and process. This document is designed to be read in conjunction with the ATO SBR documentation suite including the:

* web service/platform information
* ATO Service Registry (SR)
* test information for example, conformance suites.

See the [ATO SBR Logical Artefact Map](http://www.sbr.gov.au/__data/assets/file/0016/44314/SBR-ATO-Site-and-Document-maps.xlsx) for the relationship of this document with others in the suite.

* 1. Glossary

For a glossary of terms, refer to the [SBR website](http://www.sbr.gov.au/software-developers/developer-tools/glossary).

1. What are the Interposed entity election or revocation interactions?

The IEE is used by a trustee, company or partner to either make an election or revoke an existing interposed entity election.

When lodged as a stand-alone form, the IEE must be used for an election only – not a revocation.

When lodged as a schedule, the IEE may be used for an interposed entity election or revocation. The schedule must accompany a valid parent form.

For more information on Interposed entity elections, see the [ATO Website.](https://www.ato.gov.au/general/trusts/in-detail/family-trusts---concessions/?page=1" \l "Interposed_entity_elections)

* 1. Where SBR fits into IEE lodgment obligations

The IEE service provides a number of functions for governance of the entity’s reporting obligations.

The pre-lodge and lodge interactions are the core part of the SBR-enabled IEE business process. When the reporting party has gathered all information required the reporting party would complete the return, validate it (this is an optional step), and if required, correct any labels before lodgment.



Figure : SBR interactions and Interposed entity election process

* 1. Parent forms

An IEE schedule must accompany a parent form which is being used to report the entity’s income/loss for the income year. Valid parent forms are:

| **Parent form** | **SBR collaboration** | **SBR Core Services** | **SBR ebMS3.0** |
| --- | --- | --- | --- |
| Self-managed superannuation fund annual return (SMSFAR) | ato.smsfar.0008.2018.01.00 | Y | Y |
| Trust tax return (TRT) | ato.trt.0007.2018.01.00 | Y | Y |
| Company tax return (CTR) | ato.ctr.0009.2018.01.00 | Y | Y |
| Partnership tax return (PTR) | ato.ptr.0007.2018.01.00 | Y | Y |

**Table 1: Valid parent forms**

For more information on the validation rules and circumstances that determine when a schedule should be used, please see the message structure table and schedule structure tables, as well as the validation rules of the schedule and parent form.

* 1. Interactions

The IEE lodgment process could consist of the following interactions:

| **Service** | **Interaction** | **Detail** | **Single** | **Batch** | **Optional** |
| --- | --- | --- | --- | --- | --- |
| IEE | *IEE.Prelodge* | Validate data inputted into IEE before submitting for processing | Y | Y | Y |
| *IEE.Lodge* | Lodge IEE for processing | Y | Y | N |

Table : IEE interactions

* 1. Channels

The IEE interactions are available in the following channels:

|  |  |  |
| --- | --- | --- |
| **Interaction** | **SBR Core Services** | **SBR ebMS3.0** |
| *IEE.Prelodge* | Y | Y |
| *IEE.Lodge* | Y | Y |

Table : Channel availability of IEE interactions

1. Authorisation
   1. Intermediary Relationship

The SBR services an intermediary. They can use this on behalf of their clients, dependent on the activity being undertaken and whether the intermediary has a relationship with the client. That is, an intermediary has the appropriate authorisation for the interaction being performed on behalf of the taxpayer recorded in ATO systems.

To use the IEE interaction a business intermediary must be appointed by a business in Access Manager to use the available services on their behalf.

|  |  |
| --- | --- |
| attention_pms | The tax agent to taxpayer relationship is a fundamental precondition to interacting with SBR for IEE interactions |

**Note**: If the relationship does not exist, the SBR Add Client Relationship interaction of the Client Update services can be used to establish a relationship between the intermediary and the taxpayer. See the Client Update Business Implementation Guide and Client Update Message Implementation Guide for further information.

* 1. AUSkey and Access Manager

AUSkey and Access Manager are used to manage access and permissions for SBR online services. ATO systems will check that the initiating party is allowed to use the interaction that is received through the SBR channel.

For more information on Access Manager, see the [ATO website](https://www.ato.gov.au/general/online-services/access-manager/). For further information on AUSkey, see the Australian Business Register’s [website](https://abr.gov.au/AUSkey/).

The table below displays the interactions available to each initiating party via SBR for IEE.

| **Service** | **Interaction** | **Activity** | **Tax agent** | **BAS agent** | **Business** | **Business Intermediary** |
| --- | --- | --- | --- | --- | --- | --- |
| IEE | *IEE.Prelodge* | Validate data inputted into IEE before submitting for processing | ✓ |  | ✓ | ✓ |
| *IEE.Lodge* | Lodge IEE for processing | ✓ |  | ✓ | ✓ |

Table : IEE Permissions

A user must be assigned the appropriate authorisation permissions to use the IEE service. The below table references the SBR service to the relevant permission in Access Manager:

| **Service** | **Access Manager Permission** |
| --- | --- |
| IEE | Interposed entity election or revocation   * *Lodge* check box |

Table : Access Manager Permissions

1. Constraints and Known Issues
   1. Constraints When Using This Service

Not applicable.

* 1. Known Issues

Not applicable.

1. Taxpayer Declarations

Each time an intermediary lodges an approved form on behalf of a taxpayer the law requires the intermediary to have first received a signed written declaration from that taxpayer.

Developers of SBR-enabled software products may elect to provide a printable version of the taxpayer declaration within their products to assist intermediaries.

|  |  |
| --- | --- |
| attention_pms | A taxpayer declaration must be obtained by the intermediary for all lodgment obligations performed on behalf of their client |

These declarations apply, not just for original lodgments, but when lodging an Interposed entity election or revocation.

For information on the retention of declarations and frequently asked questions, please refer to the [ATO website](https://www.ato.gov.au/tax-professionals/prepare-and-lodge/managing-your-lodgment-program/client-declarations-and-lodgment-online/).

* 1. Suggested wording

|  |
| --- |
| **Privacy**  The ATO is authorised by the *Taxation Administration Act 1953* to request the provision of tax file numbers (TFNs). The ATO will use the TFNs to identify the entity in our records. It is not an offence not to provide the TFNs. However, lodgments cannot be accepted electronically if the TFN is not quoted.  Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy go to ato.gov.au/privacy  **Declaration**  I declare that:   * All of the information I have provided to the agent for the preparation of this document is true and correct * I authorise the agent to give this document to the Commissioner of Taxation. |

1. IEE Guidance
   1. TFN and ABN algorithm validation

To obtain access to the algorithm to validate TFNs in a BMS product, refer to the ATO software developer page on this topic: <http://softwaredevelopers.ato.gov.au/obtainTFNalgorithm>.

For information on ABN validation see this page:<http://softwaredevelopers.ato.gov.au/ABNformat>.