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| Standard Business Reporting  Australian Taxation Office –  Partnership tax return 2018 (PTR.0007)  Business Implementation Guide  Date: July 2018  Status: Final | |
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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 Partnership tax return (PTR) 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 a PTR, 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 Partnership tax return service refers to the interactions with the ATO for a user, depending on their role, to:

* Lodge a PTR
* Lodge an amendment to a PTR
* Lodge a PTR (original or amended) for a prior year as a SBR ebMS3 message containing the ELS tag formatted data

This document applies to the SBR PTR service for 2018 PTR returns and the SBR ELStagFormat service for the years 1998-2016.

For 2017 PTR, see the ATO PTR.0006 2017 Business Implementation Guide.

* 1. Audience

The audience for this document is any organisation that will be implementing the ATO PTR interactions into their products. Typically this will be software application developers and business analysts.

* 1. Document Content

The ATO PTR 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 Partnership tax return services?

The PTR lodgment interactions allow users of SBR-enabled software to interact electronically to validate and lodge the partnership income tax obligations. This allows easier and more accurate lodgment of returns.

The PTR is used to report income and deductions of the business and the subsequent distributions to the partners.

* 1. Where SBR fits into PTR lodgment obligations

The PTR service provides a number of functions for lodgment of a partnership’s reporting obligations. These include the lodgment of:

* The Partnership tax return
* Amendments to the PTR where appropriate

The pre-lodge and lodge interactions are the core part of the SBR-enabled PTR business process.

When the partner or intermediary has gathered all information required, they would then complete the return, validate it, and if required, correct any labels before lodgment.



Figure 1: SBR interactions and PTR process

* 1. Schedules

A PTR lodgment can include a schedule that contains additional information required to assess a partnership’s income. Valid schedules that can be included in the PTR message are:

| **Schedule** | **SBR collaboration** | **SBR Core Services** | **SBR ebMS3.0** |
| --- | --- | --- | --- |
| Non-Individual PAYG payment summary schedule | pss.0002.2018.01.00 | Y | Y |
| Rental property schedule | rs.0002.2018.01.00 | Y | Y |
| International dealings schedule | ids.0006.2018.01.00 | Y | Y |
| Interposed entity election or revocation | iee.0003.2018.01.00 | Y | Y |

Table 1: Valid schedules

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

* 1. Interactions

The PTR lodgment process could consist of the following interactions:

| **Service** | **Interaction** | **Detail** | **Single** | **Batch** | **Optional** |
| --- | --- | --- | --- | --- | --- |
| PTR | *PTR.Prelodge* | Validate PTR message before lodgment (2018) | Y | Y | Y |
| *PTR.Lodge* | Lodge PTR (2018) | Y | Y | N |
| ELStagFormat | *ELStagFormat.Lodge* | Lodge PTR for prior years as SBR message using ELS tag format | N | Y | Y |

Table 2: Interactions available in the PTR lodgment process

* 1. Channels

The PTR interaction is available in the following channels:

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

Table 3: Channel availability of PTR interactions

1. Authorisation
   1. Intermediary Relationship

The SBR services an intermediary can use on behalf of their clients depends 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 PTR 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 PTR 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 PTR and ELStagFormat:

| **Service** | **Interaction** | **Activity** | **Tax agent** | **BAS agent** | **Business** | **Business Intermediary** |
| --- | --- | --- | --- | --- | --- | --- |
| PTR | *PTR.Prelodge* | Validate data inputted into PTR before submitting for processing | ✓ |  | ✓ | ✓ |
| *PTR.Lodge* | Lodge PTR for processing | ✓ |  | ✓ | ✓ |
| ELStagFormat | *ELStagFormat.*  *Lodge* | Lodge PTR for prior years as a SBR message using ELS tag format | ✓ |  |  |  |

Table 4: PTR Permissions

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

|  |  |
| --- | --- |
| PTR | Self-managed superannuation fund annual return   * *Lodge* check box |

Table 5: 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 a tax agent 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 also when lodging amendments to Partnership tax return.

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 each partner 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. PTR Guidance
   1. Prior year PTR lodgment through SBR

In order to support prior year lodgments before 2017 via SBR, lodgment of PTR is possible using the *ELStagFormat* service. *ELStagFormat* is envisaged to be used for prior year PTR lodgments from 1998-2016. ELS formatted data can be submitted as an SBR ebMS3 message using the ELS tag, which encapsulates the legacy ELS message. *ELStagFormat* is only available as a batch lodgment.

Please refer to the A06\_DIS\_SBR specification from the ELS suite of artefacts, available from the ATO [software developer website](http://softwaredevelopers.ato.gov.au/ELSspecification).

* 1. Using the additional free text field

The PTR message contains a free text field, Attachment A (SBR alias: PTR315), to enable appropriate information to be added to a return for assessment.

While validation cannot control what information is provided in the additional field, below is some advice users can follow to ensure returns lodged with the field are processed without unnecessary delays:

* Free text content should be clear, concise and necessary to determine the outcome of the assessment for the return being lodged, and should only be used under the correct circumstances. Information entered that does not meet these criteria will cause processing delays
* Digital Service Providers should consider whether a ‘help’ or informational message concerning use of this field would be beneficial for tax agents

The following are key examples of where the field should be used, the type of business information that should be included, and the quality, tone and language of the information.

**Examples of helpful scenarios:**

| **Scenario** | **Additional free text field content** |
| --- | --- |
| A bonus or other amount in respect of a short-term life assurance policy issued after 7 December 1983 and included as Other Australian Income. | $$$ bonus received in respect of a short-term life insurance policy issued after 7 December 1983 included as Other Australian Income  OR  $$$ received in respect of a short-term life insurance policy issued after 7 December 1983 included as Other Australian Income |
| Partnership has been reconstituted. | Reconstituted partnership   * date of dissolution * date of the reconstitution * names of the new, continuing and retiring partners * TFN or address and date of birth of all new partners * details of the changes if the persons authorised to act on behalf of the partnership have changed. |
| Partnership paid or credited any amounts in the nature of interest to a non-resident of Australia or has received unfranked dividends or interest on behalf of a non-resident of Australia. | Amounts paid, credited or received on behalf of a non-resident  Interest $$$  Withholding tax deducted $$$  Unfranked dividends $$$  Withholding tax deducted $$$  Reason why withholding tax was not deducted (if applicable) |

Table 6: Examples of helpful free text scenarios

For further information on the additional information field, see the [ATO website.](https://www.ato.gov.au/Tax-professionals/Prepare-and-lodge/Tax-Time-2018/Before-you-lodge/Prevent-delays-in-processing-returns/)

* 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>.

* 1. Future years

The functionality to enable lodgment of future year (early lodged) returns is available as part of this service.

A future year return is a lodgment by a client or their authorised intermediary prior to the end of the current reporting period (for example, a client lodging their 2018-19 income tax returns before the end of the PTR year of 30 June 2019 (or the end of their Substituted Accounting Period [SAP]).

In order for a client or their authorised intermediary to lodge a future year return, the year cannot be greater than one year (Current Year + 1) into the future and certain criteria must be met.

* 1. Truncating amounts

To ensure users of your software products complete Partnership tax returns correctly, the following examples show how to enter amounts in whole dollar only fields:

**Example 1:** $24.37 would be reported as $24

**Example 2:** $12.89 would be reported as $12

**Example 3:** $6.50 could be reported as $6.

Once truncation has been performed, the truncated amount should be used in any calculation rather than the original amount.

The requirement to truncate amounts is in accordance with section 388-85 of Schedule 1 to the *Taxation Administration Act 1953*.