



Dear Sir or Madam

RE: PAYG Payment Summary

Please provide a PAYG payment summary to your employee for a tax return lodgement.

As a compliance with ATO, you need to give each of your payees a PAYG payment summary specifying how much you paid them in the financial year, and how much you withheld from the payments.

A PAYG payment summary must be given to employees by 14th July.

Should you have any queries, please do not hesitate to contact us.

Yours sincerely

Akira Oguchi
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