

1.1. ATO Shutdown – For clients with an Australian payroll

The ATO will complete maintenance during the Christmas / New Year period. This will impact STP processing. Between 11:30pm AEDT Monday 27 December 2021 and 7:00am AEDT Tuesday 4 January 2022, no processing will occur. Follow the steps below to complete STP reporting during this time:

- STP Transmission via gateway - Contact your gateway and confirm they will hold your STP files for processing when ATO system maintenance is completed.
- STP to ATO Australia Module - Continue as normal and submit your STP files as usual. The STP files will be accepted by the ATO and the module will assign a status of **Sent**. When the ATO system maintenance is completed, the submitted STP files will be processed and the status will be updated from **Sent** to either **Success**, **Success with Issues** or **Errors**.

Note: The ATO will not apply any penalties for missed or late reports during or because of the ATO shutdown period.

1.2. NZ IRD Shutdown – For clients using PayDay Filing for New Zealand IRD

The NZ IRD will be closed between NZDT 14:00 Friday 24 December 2021 and 08:00 Wednesday 5 January 2022.

You may continue to use Gateway Services over the Christmas holiday period, although support will be limited. The system will continue to process submissions every normal business day, except 27, 28 December 2021 and 3, 4 January 2022.

1.3. Machine Credential Renewal Notice – For all clients using the STP to ATO Australia module.

If you use a gateway, then this information does not apply to you.

The **STP to ATO Australia** module uses a machine credential for authentication when transmitting STP files to the ATO. Each machine credential must be renewed every two years, or it will expire and prevent you from transmitting STP files to the ATO. Use the following information to determine when your machine credential expires. If your machine credential expires before February 2022, contact your account manager or the support centre and leave your details. We will follow up. All other clients will receive instructions for renewing their machine credential in early February 2022.

Hosted Clients with STP to ATO who have implemented SSID

The machine credential used does not expire until 2023. There is nothing to be done.

Hosted Clients with STP to ATO who have *not* implemented SSID

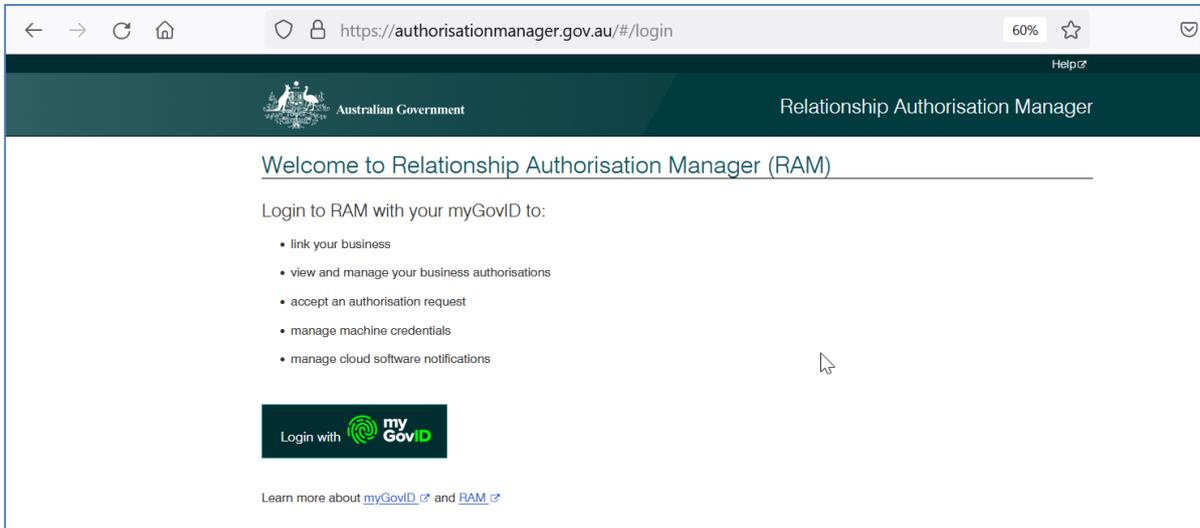
You must go to the authorisation manager website, <https://authorisationmanager.gov.au> to see when your machine credential expires. You can follow the instructions below. **Note**, as previously advised, you must implement an SSID as soon as possible.

Non-Hosted Clients with STP to ATO

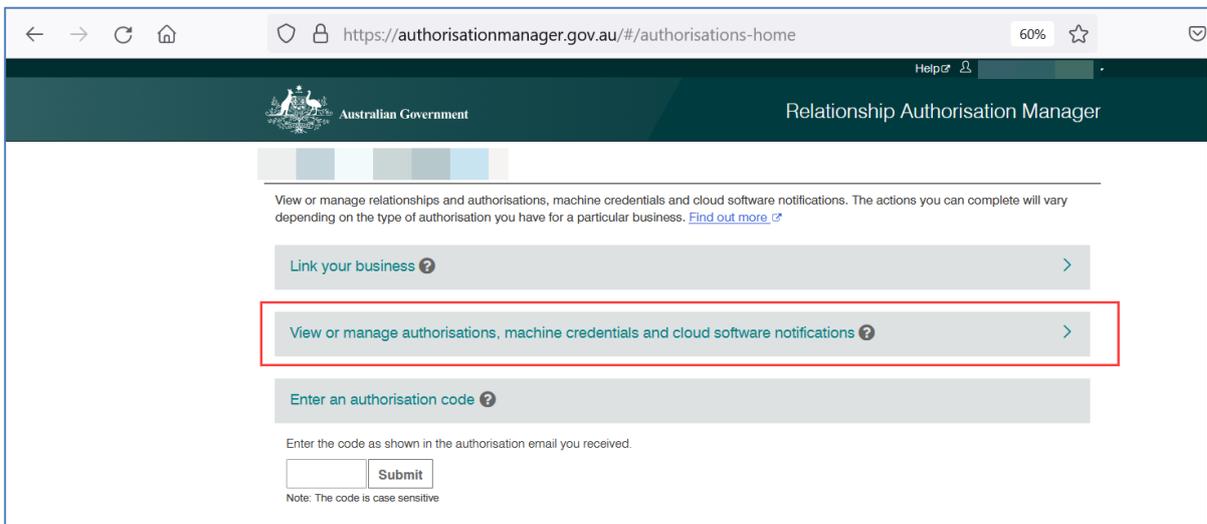
You must go to the authorisation manager website, <https://authorisationmanager.gov.au> to see when your machine credential expires. You can follow the instructions below.

Administrator instructions to view your machine credential status

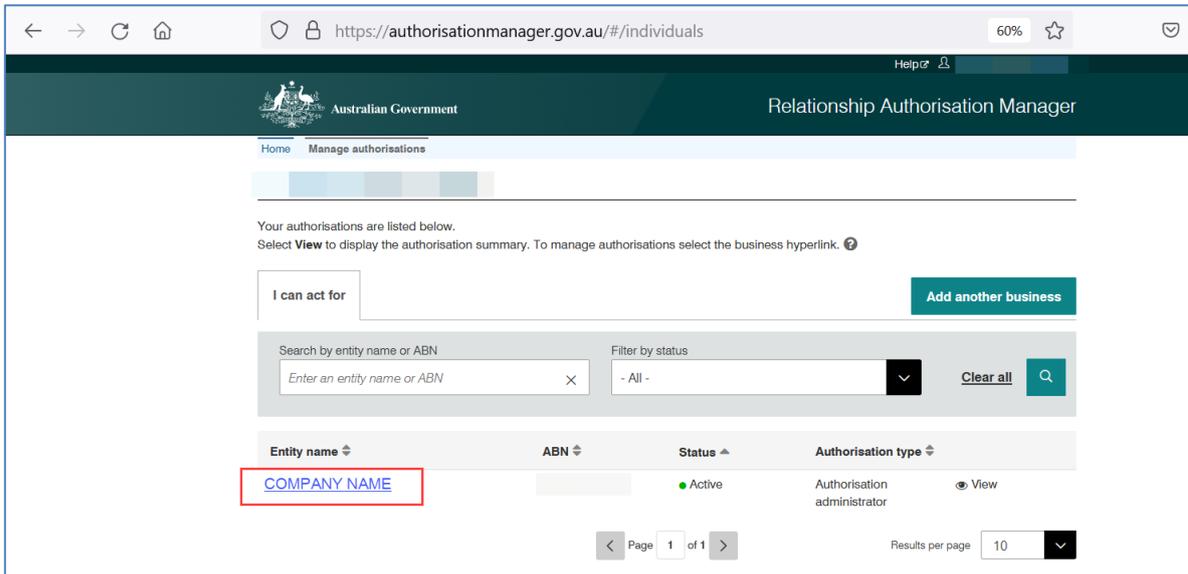
- Proceed to relationship authorisation manager (<https://authorisationmanager.gov.au>) and log-in –



- Select View, Manage Authorisations, Machine Credentials, Cloud software notifications –



- Select your company –



Relationship Authorisation Manager

Home Manage authorisations

Your authorisations are listed below.
Select **View** to display the authorisation summary. To manage authorisations select the business hyperlink. ?

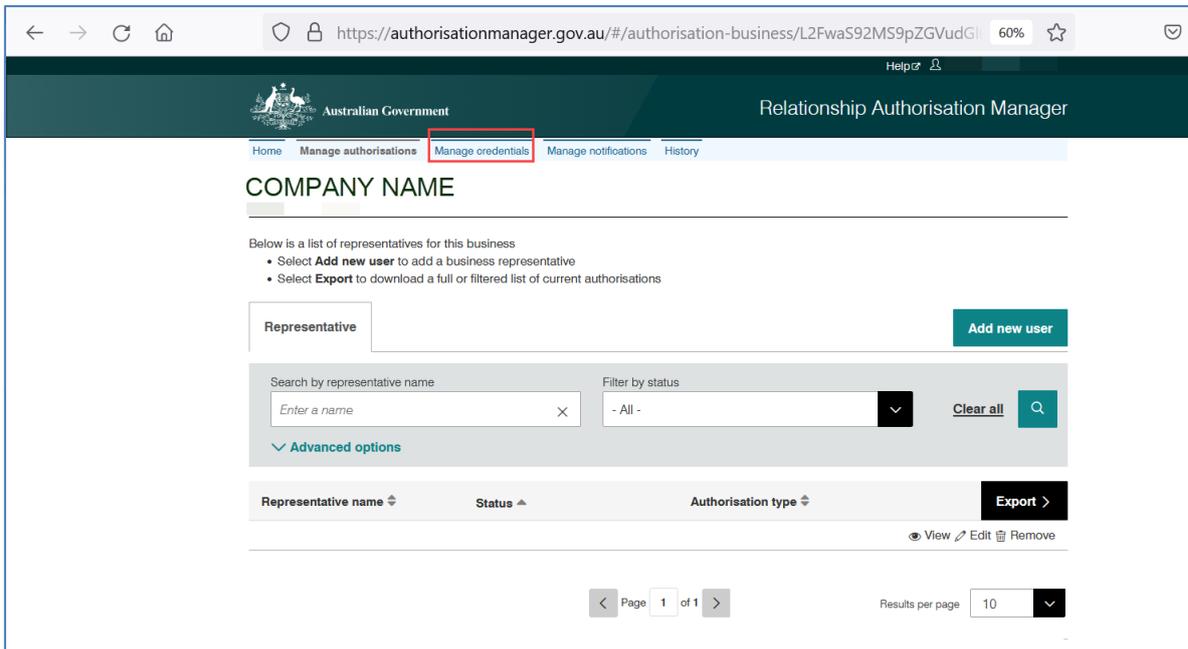
I can act for Add another business

Search by entity name or ABN Filter by status Clear all

Entity name	ABN	Status	Authorisation type
COMPANY NAME		Active	Authorisation administrator View

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- Select Machine credentials –



Relationship Authorisation Manager

Home Manage authorisations **Manage credentials** Manage notifications History

COMPANY NAME

Below is a list of representatives for this business

- Select **Add new user** to add a business representative
- Select **Export** to download a full or filtered list of current authorisations

Representative Add new user

Search by representative name Filter by status Clear all

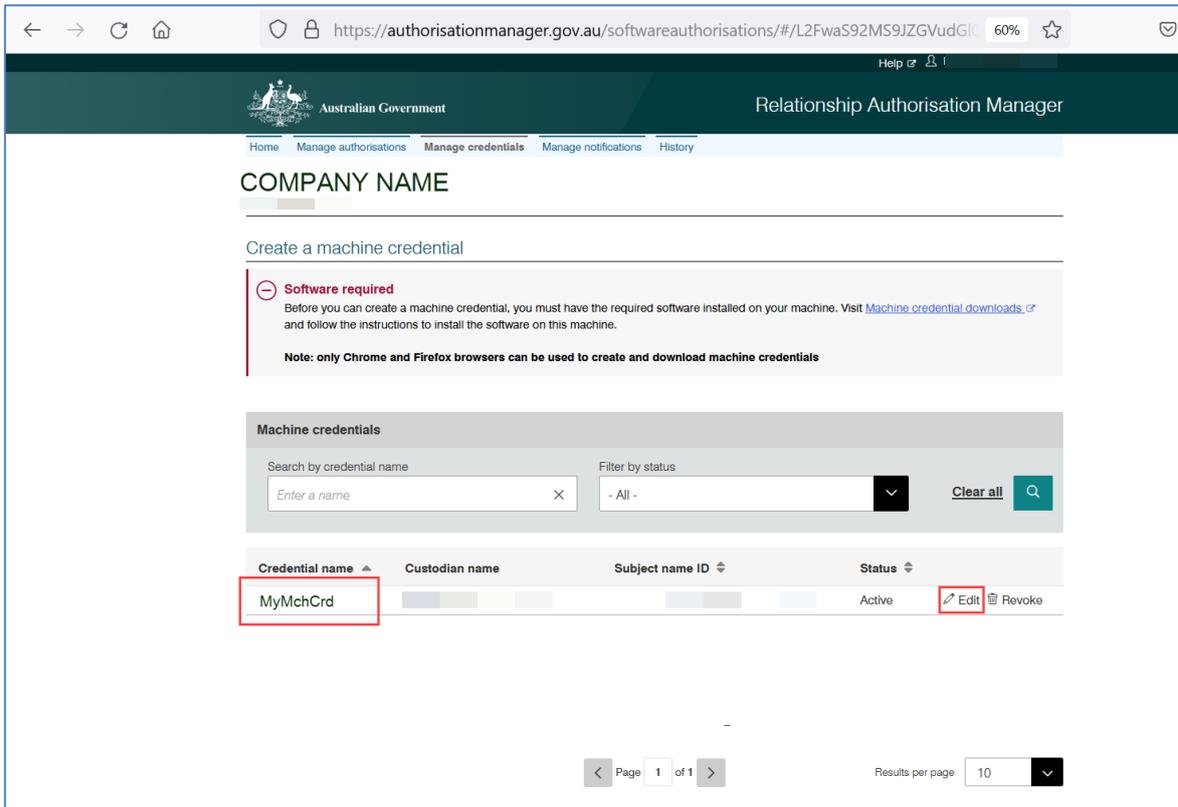
[Advanced options](#)

Representative name	Status	Authorisation type
Export >		

View Edit Remove

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- Identify the Credential Name and click Edit –



- Take note of the Valid To date. If it is prior to February 2022 then contact your account manager or the support centre and provide them with a contact name & phone number for subsequent follow up –

