

TRMeR Information Sheet

Payment Gateway – Password/Account Maintenance

Introduction

TRMeR is a system that allows employers to lodge their payroll tax returns online. It also facilitates the payment of payroll tax by direct debit through a connected but independent payment gateway ('the Payment Gateway'). As such, separate User ID's and Passwords are required for TRMeR and the Payment Gateway.

About the Payment Gateway

The Payment Gateway is operated through the Northern Territory Government online banking facility and is the most efficient way to ensure that your payroll tax obligations are met. The system eliminates common problems experienced through other payment methods and allows your entity to control how much and when payroll tax is paid to TRO.

The online electronic payment system will debit amounts from your nominated account(s) only when you authorise the payment and only for the amount you specify for a particular payroll tax liability.

Establishing a Payment Gateway User Registration

While TRMeR and the Payment Gateway are separate systems, a user registration for the Payment Gateway can only be established via a connection through TRMeR. Therefore, you must be a registered TRMeR user to establish a Payment Gateway user registration.

Once you have a TRMeR registration, follow the steps below to establish a Payment Gateway registration. This can only be activated when lodging a new return.

1. Sign on to TRMeR.
2. After accepting the Terms and Conditions, select the relevant entity that you wish to lodge a return for.
3. Click on 'Add Return' or 'Add Annual Return' (depending on the return you are lodging).
4. Select the return period you that you wish to lodge and pay.

5. After lodging the return you will be given the option to 'Submit Payment' (see the attached Return Lodged screen).
6. Click on 'Submit Payment' and this will take you directly to the Payment Gateway.
7. Click on 'Click here to register an account' which appear in brackets alongside the words 'Debit our registered account' (see the attached Online Services Australia's Northern Territory screen) and follow the steps until the process is completed.
8. After completing the registration requirements, it is recommended that you logoff of TRMeR and the Payment Gateway. Shortly after you will receive an email confirming your successful registration for the Payment Gateway.
9. Logon back on to TRMeR to activate your first payment (see 'Authorising Direct Debits' below)

Authorising Direct Debits

TRMeR provides the functionality of allowing the payment to be made at the time of lodgement of the return or after the lodgement of the return as follows. This allows separation of the lodgement and payment process if required. For the first payment, it will be necessary to make payment after the return is lodged.

Direct debit at the time of lodgement

1. After completing your return, click on 'Submit Payment' on the 'Return Lodged' screen. This will take you directly to the Payment Gateway entry screen.
2. The payment field in the Payment Gateway will automatically be populated with the tax calculated by TRMeR. This amount may be amended if required.
3. Insert your email address (your User ID) and password and then click on 'Process Payment' to authorise the payment.
4. If you have multiple accounts, you will then be required to select the appropriate account and then submit the payment. If you have a single account this will automatically appear and select submit payment.
5. After submitting payment, a message will appear confirming the payment has been successful and providing you a receipt number. Please print this screen for your records.
6. You can then logoff from the Payment Gateway.

Direct debit after lodgement

To make a payment after lodgement of a return:

1. Sign on to TRMeR;
2. After accepting the Terms and Conditions, select the relevant entity that you wish to lodge a return for.
3. Click 'Payment and Transaction Summary' from the 'Entity' screen.
4. Click on the return for which you wish to make payment.
5. From the 'View Return' screen click 'Submit Payment' which will take you directly to the Payment Gateway automatically populating the payment field in that screen with the tax calculated by TRMeR.
6. Follow the steps in 3 to 6 under the heading 'Direct debit at the time of lodgement' above.

Changing Passwords and Bank Details

1. You can change your Payment Gateway password and direct debit details (i.e. add a new bank account) by clicking on the relevant links on the Payment Gateway entry screen.
2. You cannot change your password/direct debit details and make payment at the same time. After making the change logoff of the Payment Gateway and follow the steps under 'Direct debit after lodgement' under the heading 'Authorising Direct Debits' above.

Password resets

1. If you have forgotten your password, contact Treasury IT services on 1300 654 176. For all other enquiries, contact TRO on 1300 305 353.

Return Lodged

Registration No.: 122379PRT
Name: ABC PTY LTD

Thank you - Your return has now been lodged.
You may print this screen or record the transaction number below as proof of lodgement

Return Lodgement Details

EFT Payment code : 122379PRT0705
Transaction No : 13
Amount: \$27,120.62

Note that this return has been lodged late.
A penalty notice will be processed and sent by mail.
Please ignore this message if no tax is payable.

Payment Options

If paying by direct debit please click on 'submit payment'
If you are paying by EFT, print this screen and enter the EFT payment code displayed above in the reference field when transmitting the payment.
If remitting payment by cheque print this screen and send with the payment.

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Welcome to the Northern Territory Government Online Banking facility

Territory Revenue Management Return Payment

Please enter your payment details then press the "Process Payment" button.

Pay from account:

Debit our registered account ([click here](#) to register an account)

Email Address:

Password: ([Change Password](#))

([click here](#) to change direct debit details)

Payment Amount \$: (e.g. 150.00)



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