

OZ Office Supplies Company & Payroll Information

Company Information	
Business Name	OZ Office Supplies Pty Ltd
Trading Name	OZ Office Supplies
Head Office	7 Holden Street, Camperdown NSW 2482
Contact Details	Phone: 0408 040 810 Email: info@ozofficesupplies.com.au
ACN	008 672 179
ABN	26 008 672 179
Current Financial Year	Financial year ending 30/06/20YY
GST	Registered
GST Reporting Frequency	Monthly
Business Industry	Retail Trade
Specific Industry Code	Newspaper and Book Retailing
MYOB Account Information	
Account for Cash & Cheque Payment	1-1110 NAB Bank Account BSB: 111-222 Account: 1234567 Name: OZ Office Supplies Bank code: EBA Direct Entry ID: 2333
Account for Electronic Payment	1-1171 Payroll Clearing Account
Account for Wages Expense	6-4100 Salary & Wages Expense
Account for Superannuation Expense	6-4200 Superannuation Expense
Account for First Aid Allowance	6-4230 First Aid Allowance
Account for Uniform Allowance	6-4240 Uniform Allowance

Account for PAYG Withholding	2-1350 PAYG Withholding Payable
Account for Superannuation Liability	2-1360 Superannuation Payable
Account for Union Fees Payable	2-1370 Union Fees Payable
General Payroll Information	
Number of payroll hours in a full-time week	38 hours
Payroll Period	Monday – Sunday (starting on Monday)
Uses timesheets to track employee hours	No
Cents to round net pay down to	5 cents
Company default Superannuation Fund	AMP MYLIFE MYSUPER Employer membership no. - 1234567
Withholding Payer Number	00 484 424 191
Pay slips to be emailed from	Kelly James
Reply to email address	info@ozofficesupplies.com.au
All employees belong to the Office Supplies Union.	