



# How to use the wool levy payer register upload template

## What is the upload template?

The Department of Agriculture, Water and the Environment has developed an easy to use excel template that allows you to submit information about the producers you make levy payments on behalf of (levy payers). More information about the type of information you need to include under each of the template headings is provided on the next page.

## Who should use the upload template?

If you are lodging a return that includes details on other levy payers use the upload template. It simplifies the process of providing levy payer information.

If you are lodging information only about yourself, the most efficient way to submit your information is by manual entry into the wool monthly or annual return forms available on [Levies Online](#).

If you require further instruction with lodging your return, use this document together with the [Levies Online User Guide](#).

## Where can I get a copy of the upload template?

You can download a copy of the template when you are logged in to [Levies Online](#).

If you would like to speak with someone about how to complete or upload the template contact the department via email: [leviesonline@awe.gov.au](mailto:leviesonline@awe.gov.au) or call 1800 022 384 to leave your details and a member of our team will contact you within five business days.

## Before you upload your file

Save the template as a CSV file and enter your return information in the relevant columns (refer to the upload template column headings in the next page for further guidance).

If you are generating the CSV file from a system, please ensure that the generated file matches the layout and format of our template. Your file may **not** upload if they do not match.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Upload Template - Wool monthly return											
2												
3	Below is the template for a Wool monthly return upload with levy payer data.											
4	Comments are available for the cells which have a red tag. You can hover your mouse over the cell, or left-click to show the comments.											
5	If the comment needs to be resized to see additional text, right-click, edit comment and resize.											
6	You can use this template as your file. Remove the Example lines under the column headers below, add your data and save as a .CSV file											
7												
8	ABN	Business Name	Phone	Email	Address	Suburb	State	Postcode	ACN	Item Tag	Value1	Value2
9	12 345 678 912	Example Line	(03) 5555 5555	info@agriculture.gov.au	18 Marcus Clarke Street	Canberra	ACT	2000	074109505	Domestic	Kilograms	Value
10	12 345 678 912	Example Line	(03) 5555 5555	info@agriculture.gov.au	18 Marcus Clarke Street	Canberra	ACT	2000	074109505	Export	Kilograms	Value
11												

## How long will it take for my file to be processed?

Processing your file may take up to 24 hours from the time it was uploaded. You will be notified by email when the process is complete.

# Upload template column headings

## ABN

ABN must be 11 digits.

It can include spaces and will be validated with the Australian Business Register (ABR) when the file has been uploaded.

If the levy payer does **not** have an ABN this field should be left blank.

## ACN

ACN must be 9 digits.

It can include spaces and will be validated with the Australian Business Register (ABR) when the file has been uploaded.

If the levy payer does **not** have an ACN this field should be left blank.

## Business name

Business name should be the name of the levy payer as per the ABR and be a maximum of 100 characters. It can include numbers, letters, spaces and special characters.

## Phone number

Phone must be a 10 digit number and start with 0 including the area code for land lines. It must **not** contain letters.

It can include spaces and special characters which will be cleaned by the system. Example of accepted formats: (02) 5555 5555 or 02 5555 555 or 0411 555 555.

Note: 1800 or 1300 numbers will cause an error to your upload file.

If the levy payer does **not** have a phone number this field can be left blank however an email address must be provided.

## Email

Email must be in the format: name@domain.com (or .net, .org etc.). It must **not** contain spaces.

If the levy payer does **not** have an email address this field can be left blank however a phone number must be provided.

## Address

Address cannot exceed 149 characters and is a free-text field.

It can include numbers, letters, spaces and special characters.

You can contact the local council for information on how to identify a rural property in accordance with the *Australian Rural Addressing Standard 4819:2011*.

A *property name* is not a valid address; however, you may include the property name as part of the address in the address field. You do not need to include quotation marks for the property name, however, if you choose to do so the file will still be accepted.

If an address includes a reference to "via" this information must be written in the address field. For example:

Address: *Property Name* 123 Purple Road, Redtown *via*  
Suburb: Blue Vale  
State: NSW  
Postcode: 2380



## Suburb

Suburb can be a maximum of 49 characters and will be verified with Australia Post when the file has been uploaded. It can include numbers, letters, spaces and special characters.

The name of suburb must be written in full and in the correct order.

For example:

Wagga Wagga (not Wagga)

West Wyalong (not Wyalong West)

## State

State must be in the format: ACT, NSW, NT, QLD, SA, TAS, VIC or WA

It is not case-sensitive.

The information will be verified with Australia Post when the file has been uploaded.

For example:

NSW (not New South Wales)

VIC (not Victoria)

## Postcode

Postcode must be four digits.

It must be a valid postcode.

## Item Tag

For monthly wool returns the *item tag* field must contain the text: **Domestic** or **Export**

For annual wool returns the *item tag* field must contain the text: **Domestic**

The spelling and spacing must be exact, however, the field is not case-sensitive.

*Item tag* is used to identify the type of wool sold for each levy payer.

## Value1

Value1 can be a maximum of 19 characters and is the **weight, in kilograms**, of the wool.

It can include a single decimal point and two decimal places.

It must **not** contain letters or special characters such as \$ (dollar) or % (percent)

## Value2

Value2 can be a maximum of 19 characters and is the total sale or free-on-board **value** of the wool.

It can include a comma, single decimal point and two decimal places.

It must **not** contain letters or special characters such as \$ (dollar) or % (percent)

**This figure will be used to automatically calculate the levy payable.**

### **Wool - Domestic**

*Value 2* is the total **sale value** of wool sold domestically within the period. Sale value means the price or amount paid for the wool net GST, handling, storage and transport costs.

### **Wool - Export**

*Value 2* is the total **free-on-board** value of wool exported within the period. The free-on-board value is the value of the wool immediately before export.

## Column Headings

The column headings must be spelled correctly for your template to upload.

It will accept column headings with or without spaces.

## What if I don't have the right information about levy payers?

Under legislation you are already required to keep records about levy payers. We encourage you to confirm what records you should keep about the people you deal with by accessing information in the relevant commodity information page, [www.agriculture.gov.au/ag-farm-food/levies/rates/wool](http://www.agriculture.gov.au/ag-farm-food/levies/rates/wool).

The department recognises there may be instances when you may not be able to obtain all the details you are required to include in a levy return, for a commodity that is subject to a digital levy payer register. If you are unable to obtain any or all levy payer information, you must declare a '*reasonable excuse*' on the levy return form prior to finalising and submitting the form. You must maintain a record of the '*reasonable excuse*' and your efforts to gather the missing information. We have updated our online system so you can make a declaration and finalise a levy return in this situation.

For example, a '*reasonable excuse*' to not provide the levy payer information may include that a person has put in place effective arrangements to meet legislative requirements for collecting and providing levy payer details – for example, evidenced by updated enterprise systems and/or processes; but is still not able to obtain the relevant information.

## How do I declare a 'reasonable excuse' if I am not able to provide all required levy payer information?

There is now a section on the levy return form where you can make a declaration that you are unable to provide all the required information and that you have a '*reasonable excuse*' to support this. This is in addition to declaring that the particulars set out in the return are correct in every essential detail.

The levy return form also includes detailed text regarding a '*reasonable excuse*', including examples of the types of evidence you may gather as proof of efforts to obtain all required levy payer information, which will be displayed before you can submit the levy return.

## Frequently asked questions

Further information is available on [www.agriculture.gov.au/ag-farm-food/levies/levy-payer-registers/faqs#how-do-i-declare-a-reasonable-excuse-if-i-am-not-able-to-provide-all-required-levy-payer-information](http://www.agriculture.gov.au/ag-farm-food/levies/levy-payer-registers/faqs#how-do-i-declare-a-reasonable-excuse-if-i-am-not-able-to-provide-all-required-levy-payer-information)