

Office use only



Business activity statement

Document ID

ABN

Form due on

Payment due on

GST accounting method

Contact phone number

Authorised contact person who completed the form

When completing this form:

- print clearly using a black pen
- round down to whole dollars (do not show cents)
- if reporting a zero amount, print '0' (do not use NIL)
- leave boxes blank if not applicable (do not use N/A, NIL)
- do not report negative figures or use symbols such as +, -, /, \$.

Goods and services tax (GST)

Complete Option 1 OR 2 OR 3 (indicate one choice with an X)

Option 1: Calculate GST and report quarterly

Total sales (G1 requires 1A completed) **G1** \$

Does the amount shown at G1 include GST? (indicate with X) Yes No

Export sales **G2** \$

Other GST-free sales **G3** \$

Capital purchases **G10** \$

Non-capital purchases **G11** \$

Report GST on sales at 1A and GST on purchases at 1B in the Summary section over the page

Option 2: Calculate GST quarterly and report annually

Total sales (G1 requires 1A completed) **G1** \$

Does the amount shown at G1 include GST? (indicate with X) Yes No

Report GST on sales at 1A and GST on purchases at 1B in the Summary section over the page

Option 3: Pay GST instalment amount quarterly

G21 \$

Write the G21 amount at 1A in the Summary section over the page (leave 1B blank)

OR if varying this amount, complete G22, G23, G24

Estimated net GST for the year **G22** \$

Varied amount payable for the quarter **G23** \$

Write the G23 amount at 1A in the Summary section over the page (leave 1B blank)

Reason code for variation **G24**

Methods of payment



BPAY®: contact your financial institution to make this payment from your cheque or savings account. Quote biller code **75556** and your EFT code (shown on the front of the payment slip) as the customer reference number.

Credit card: payments can be made online or by phone, a card payment fee applies. Go to www.ato.gov.au/howtopay or phone **1300 898 089**.

Direct credit: you can electronically transfer funds to the ATO's direct credit bank account using online banking facilities. Use BSB 093 003, Account number 316 385 and your EFT code. Phone **1800 815 886** for assistance if required.

Direct debit: have your payment deducted from your financial institution account (**not** credit cards). Phone **1800 802 308** to organise a direct debit or to get further information.

Mail payments: mail the payment slip together with your cheque or money order using the envelope provided. Please do not use pins or staples. Do **not** send cash. See below for cheque information.

Post office: payments can be made at any post office by cash, cheque or EFTPOS (where available and subject to daily limits). A \$3,000 limit applies to cash payments. Your payment slip must be presented with your payment.

Cheques/money orders should be for amounts in Australian dollars and payable to 'Deputy Commissioner of Taxation'. Cheques should be crossed 'Not Negotiable'. **Payments cannot be made in person at any ATO site or shopfront.**

PAYG tax withheld

Total salary, wages and other payments	W1	\$	<input type="text"/>	.00
Amount withheld from payments shown at W1	W2	\$	<input type="text"/>	.00
Amount withheld where no ABN is quoted	W4	\$	<input type="text"/>	.00
Other amounts withheld (excluding any amount shown at W2 or W4)	W3	\$	<input type="text"/>	.00
Total amounts withheld (W2 + W4 + W3)	W5	\$	<input type="text"/>	.00

Write the W5 amount at 4 in the Summary section below

Reason for varying (G24 & T4)	Code	Obligation
Change in investments	21	PAYG only
Current business structure not continuing	22	GST & PAYG
Significant change in trading conditions	23	GST & PAYG
Internal business restructure	24	GST & PAYG
Change in legislation or product mix	25	GST & PAYG
Financial market changes	26	GST & PAYG
Use of income tax losses	27	PAYG only

Summary

Amounts you owe the ATO

GST on sales or GST instalment	1A	\$	<input type="text"/>	.00
PAYG tax withheld	4	\$	<input type="text"/>	.00
PAYG income tax instalment	5A	\$	<input type="text"/>	.00
Deferred company/fund instalment	7	\$	<input type="text"/>	.00
1A + 4 + 5A + 7	8A	\$	<input type="text"/>	.00

PAYG income tax instalment

Complete Option 1 OR 2 (indicate one choice with X)

Option 1: Pay a PAYG instalment amount quarterly

T7 \$

Write the T7 amount at 5A in the Summary section below OR if varying this amount, complete T8, T9, T4

Estimated tax for the year T8 \$.00

Varied amount payable for the quarter T9 \$.00

Write the T9 amount at 5A in the Summary section below

Reason code for variation T4

OR

Option 2: Calculate PAYG instalment using income times rate

PAYG instalment income T1 \$.00

T2 %

OR

New varied rate T3 %

T1 x T2 (or x T3) T11 \$.00

Write the T11 amount at 5A in the Summary section below

Reason code for variation T4

Amounts the ATO owes you

GST on purchases	1B	\$	<input type="text"/>	.00
Do not complete 1B if using GST instalment amount (Option 3)				
Credit from PAYG income tax instalment variation	5B	\$	<input type="text"/>	.00
1B + 5B	8B	\$	<input type="text"/>	.00

Payment or refund?

Is 8A more than 8B?

(indicate with X)

Yes, then write the result of **8A minus 8B** at 9. **This amount is payable to the ATO.**

No, then write the result of **8B minus 8A** at 9. **This amount is refundable to you** (or offset against any other tax debt you have).

Your payment or refund amount

9 \$.00

! Do not use symbols such as +, -, /, \$

Declaration I declare that the information given on this form is true and correct, and that I am authorised to make this declaration. The tax invoice requirements have been met.

Signature _____ Date ____ / ____ / ____

Return this completed form to

HRS MINS

Estimate the time taken to complete this form. Include the time taken to collect any information.

! Activity statement instructions are available from www.ato.gov.au or can be ordered by phoning **13 28 66**. The ATO is authorised by the tax laws to collect this information to administer those laws and may pass information to other government agencies. More information about privacy and access to your tax information is available from www.ato.gov.au



Australian Government
Australian Taxation Office

<input type="text"/>
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