

# 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)

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

Does the amount shown  
at G1 include GST?  
(indicate with **X**)

Yes      No

### METHODS OF PAYMENT

#### BPAY®

Contact your financial institution to make this payment from your cheque or savings account. You will need the details listed below.

**Biller Code:** 75556

**Reference:**

#### Credit card

Payments can be made online or by phone, visit our website at **ato.gov.au/howtopay** or phone **1300 898 089**. A card-payment fee applies.

#### Other payment options

For more information about other payment options, you can:

- visit our website at **ato.gov.au/howtopay**
- phone us on **1800 815 886**.

Payments cannot be made in person at any of our branches or shopfronts.



Reason for varying (G24)	Code
Current business structure not continuing	22
Significant change in trading conditions	23
Internal business restructure	24
Change in legislation or product mix	25
Financial market changes	26

## Summary

### Amounts you owe the ATO

GST on sales or GST instalment **1A** \$ .00

### Amounts the ATO owes you

GST on purchases **1B** \$ .00

 Do not complete **1B** if using GST instalment amount (Option 3)

## Payment or refund?

### Is 1A more than 1B?


(indicate with X)

Yes, then write the result of **1A minus 1B** at 9. **This amount is payable to the ATO.**


No, then write the result of **1B minus 1A** 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 +, -, /, \$

<p><b>Declaration</b> 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.</p> <div>Signature<div>Date</div></div>	<p><b>Return this completed form to</b></p>	<table><tr><th>HRS</th><th>MINS</th></tr><tr><td colspan="2">Estimate the time taken to complete this form. Include the time taken to collect any information.</td></tr></table>	HRS	MINS	Estimate the time taken to complete this form. Include the time taken to collect any information.	
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 Taxation laws authorise the ATO to collect information including personal information about individuals who may complete this form. For information about privacy and personal information go to [ato.gov.au/privacy](https://ato.gov.au/privacy). Activity statement instructions are available from [ato.gov.au](https://ato.gov.au) or can be ordered by phoning **13 28 66**.



Warning: This form has been designed to assist you to prepare the ATO's Business Activity Statement.  
This form cannot be lodged with the ATO.