# **Annual GST return**

Revision number

Document ID

ARN

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 +, -, /,\$.

#### Why have you received this annual GST return?

You have chosen to pay GST **annually** or by **instalments**. Please complete this form to calculate and pay any amount you owe the ATO, or to calculate any amount the ATO owes you.

#### How to complete this form

- Complete the boxes (G1, G2, G3, G10 & G11) that apply to your business for the period shown above, using information from your accounts or by using the GST calculation sheet.
- Indicate whether the G1 amount includes GST by writing X in the appropriate box.

## When is this form due?

Authorised contact person who completed the form

Contact phone number

You **must** return this form (even if nil activity) and make any payment by

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

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

No

Yes

#### METHODS OF PAYMENT

#### **BPAY**<sup>®</sup>

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:

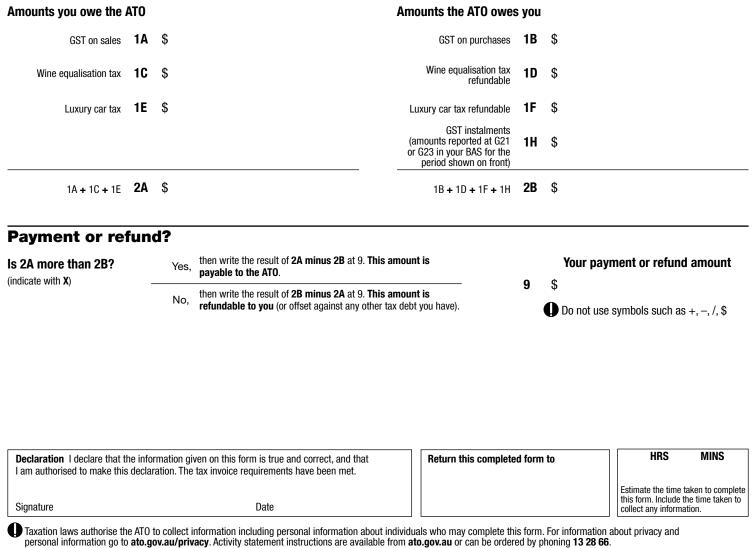
- visit our website at ato.gov.au/howtopay
- phone us on **1800 815 886**.

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

### How to complete this section

- Calculate your GST on sales (1A) and GST on purchases (1B) for the period shown on the front of this form using information from your accounts or by using the GST calculation sheet. Complete 1A & 1B
- If you have a wine equalisation tax obligation, complete 1C & 1D (if appropriate)
- If you have a luxury car tax obligation, complete 1E & 1F (if appropriate)
- If you are a GST instalment payer, add up the amounts at G21 (or G23 if you varied your instalment amount) on your activity statement(s) for the period shown on the front of this form. Write the amount at 1H
- Calculate and complete 2A & 2B
- Complete the 'Payment or refund' section

#### Summary



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.