

**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.

# Annual GST return

Revision number

Document ID

ABN

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 +, -, /, \$.

Authorised contact person  
who completed the form

Contact phone number

## 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.

## When is this form due?

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

## 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.

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](http://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](http://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

### Amounts you owe the ATO

GST on sales **1A** \$

Wine equalisation tax **1C** \$

Luxury car tax **1E** \$

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1A + 1C + 1E **2A** \$

### Amounts the ATO owes you

GST on purchases **1B** \$

Wine equalisation tax refundable **1D** \$

Luxury car tax refundable **1F** \$

GST instalments (amounts reported at G21 or G23 in your BAS for the period shown on front) **1H** \$

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1B + 1D + 1F + 1H **2B** \$

## Payment or refund?

### Is 2A more than 2B?

(indicate with X)

Yes, then write the result of **2A minus 2B** at 9. **This amount is payable to the ATO.**

No, then write the result of **2B minus 2A** at 9. **This amount is refundable to you** (or offset against any other tax debt you have).

### Your payment or refund amount

**9** \$

ⓘ 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.

ⓘ 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](http://ato.gov.au/privacy). Activity statement instructions are available from [ato.gov.au](http://ato.gov.au) or can be ordered by phoning **13 28 66**.

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