

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.

# Business activity statement

Revision indicator

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)	<b>G1</b>	\$		
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](https://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](https://ato.gov.au/howtopay)
- phone us on **1800 815 886**.

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

## PAYG tax withheld

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

**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

## 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 \$ \_\_\_\_\_

Varied amount payable for the quarter T9 \$ \_\_\_\_\_

**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 \$ \_\_\_\_\_

T2 \_\_\_\_\_ %

OR

New varied rate T3 \_\_\_\_\_ %

T1 x T2 (or x T3) T11 \$ \_\_\_\_\_

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

Reason code for variation T4 \_\_\_\_\_

## Summary

### Amounts you owe the ATO

GST on sales or GST instalment	<b>1A</b>	\$
PAYG tax withheld	<b>4</b>	\$
PAYG income tax instalment	<b>5A</b>	\$
Deferred company/fund instalment	<b>7</b>	\$
<hr/>		
1A + 4 + 5A + 7	<b>8A</b>	\$

### Amounts the ATO owes you

GST on purchases	<b>1B</b>	\$
Do not complete 1B if using GST instalment amount (Option 3)		
Credit from PAYG income tax instalment variation	<b>5B</b>	\$
<hr/>		
1B + 5B	<b>8B</b>	\$

## 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** \$

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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