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41910110

Business activity statement

Document ID

ABN

Form due on

Payment due on

GST accounting method

Contact phone number

Contact person who completed the form

When completing this form:
- print clearly using a black pen
- show whole dollars only (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 use symbols such as +, −, /, $.

Office use only

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	$	.00

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

Export sales	G2	$	.00
Other GST-free sales	G3	$	.00
Capital purchases	G10	$	.00
Non-capital purchases	G11	$	.00

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

OR

Option 2: Calculate GST quarterly and report annually

Total sales	G1	$	.00

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

OR

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	$	.00
Varied amount for the quarter	G23	$	.00

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

Reason code for variation	G24	

Summary

Amounts you owe the Tax Office

GST on sales or GST instalment **1A** $ [, ,] .00

Amounts the Tax Office 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 Tax Office**.

[ ] 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 +, −, /, $

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 Tax Office 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

Activity Statement Declaration

This declaration is to be completed if an entity elects to use a third party such as a tax or business activity statement (BAS) agent for lodging an activity statement on its behalf to Australian Taxation Office (ATO). It is the responsibility of the entity to keep a record of the declaration for five years after the declaration has been made.

Privacy

The following taxation laws authorise the ATO to collect information required on the activity statement. For information about privacy and personal information go to ato.gov.au/privacy.

- *A New Tax System (Australian Business Number) Act 1999*
- *A New Tax System (Goods and Service Tax Transition) Act 1999*
- *A New Tax System (Wine Equalisation Tax) Act 1999*

- *Income Tax Assessment Act 1936*
- *Taxation Administration Act 1953*
- *Fuel Tax (Consequential and Transitional Provisions) Act 2006*

- *A New Tax System (Goods and Service Tax) Act 1999*
- *A New Tax System (Luxury Car Tax) Act 1999*
- *A New Tax System (Wine Equalisation Tax and Luxury Car Tax Transition) Act 1999*

- *Income Tax Assessment Act 1997*
- *Fringe Benefits Tax Assessment Act 1986*
- *Fuel Tax Act 2006*

This information will assist the ATO to administer these and other tax laws. Where authorised by law, information may be provided to other government agencies, including Commonwealth, state, territory and local government agencies. Information may also be used by the Commissioner of Taxation, to update and maintain the Australian Business Register.

PART A: Activity Statement Details

Entity Name:

Period From: **To:**

ABN: **DIN:**

BAS / IAS Type: **EFT Code:**

BPAY Biller Code:

PART B: Entity Declaration

- I declare that the information provided to the agent for the preparation of the activity statement is true and correct, and that I am authorised to make this declaration; and
- I authorise the agent to give my activity statement to the Commissioner of Taxation.

🚫 **Tax law imposes heavy penalties for giving false or misleading information.**

Signature of Trustee or Director: **Date:**

Trustee's Name:

PART C: Tax / BAS Agent Declaration

I declare that:

- I have prepared this activity statement in accordance with the information supplied by the trustees;
- I have received a declaration made by the trustees that the information provided to me for the preparation of this activity statement is true and correct; and
- I am authorised by the trustees to give the information in this activity statement to the Commissioner of Taxation.

Signature of Tax Agent: **Date:**

Agent's Firm Name:

Agent's Name: **Agent's Phone:**

Agent's Reference: **Client's Reference:**