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Office use only

☐ ☐


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 +, -, /, \$.

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** \$ Does the amount shown at G1 include GST? (indicate with X)
☐ Yes ☐ NoExport sales **G2** \$ Other GST-free sales **G3** \$ Capital purchases **G10** \$ Non-capital purchases **G11** \$

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** \$ 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** \$ Varied amount for the quarter **G23** \$

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

Reason code for variation **G24**

Methods of payment



BPAY: contact your financial institution to make this payment from your cheque or savings account. Quote biller code **75556** and your EFT code (shown on the front of the payment slip) as the customer reference number.

Direct credit: you can electronically transfer funds to the Tax Office's direct credit bank account using online banking facilities. Use BSB 093 003, Account number 316 385 and your EFT code. Phone **1800 815 886** for assistance if required.

Direct debit: have your payment deducted from your financial institution account (**not** credit cards). Phone **1800 802 308** for a direct debit request form and/or details.

Mail payments: mail the payment slip together with your cheque or money order using the envelope provided. Please do not use pins or staples. Do **not** send cash. See below for cheque information.

Post office: payments can be made at any post office by cash, cheque or EFTPOS (where available and subject to daily limits). A \$3,000 limit applies to cash payments. Your payment slip must be presented with your payment.

Cheques/money orders should be for amounts in Australian dollars and payable to 'Deputy Commissioner of Taxation'. Cheques should be crossed 'Not Negotiable'. **Payments cannot be made by credit card, or in person at any Tax Office branch or shopfront.**

Summary

Amounts you owe the Tax Office

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

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

(indicate with **X**) ☐ **payable to the tax office.**

☐ 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

[illegible]

❗ 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 / /

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:	<input type="text"/>		
Period From:	<input type="text"/>	To:	<input type="text"/>
ABN:	<input type="text"/>	DIN:	<input type="text"/>
BAS / IAS Type:	<input type="text"/>	EFT Code:	<input type="text"/>
BPAY Biller Code:	<input type="text"/>		

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:	<input type="text"/>	Date:	<input type="text"/>
Trustee's Name:	<input type="text"/>		

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:	<input type="text"/>	Date:	<input type="text"/>
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Agent's Firm Name:	<input type="text"/>		
Agent's Name:	<input type="text"/>	Agent's Phone:	<input type="text"/>
Agent's Reference:	<input type="text"/>	Client's Reference:	<input type="text"/>