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## SAMPLE ONLY

41950110

## **Business activity** statement

**Document ID** 

Office use only

ABN

Form due on

Payment due on	
GST accounting method	
Contact phone number	
Contact person who completed the form	
7	

■ do not use symbols such as +, -, /, \$. Goods and services tax (GST)

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)

When completing this form:

print clearly using a black pen

## Complete Option 1 OR 2 OR 3 (indicate one choice with an X)

Option 1: Calculate GST and report quarterly						
Total sales <b>G1</b>	\$	DØ.				
Does the amount shown at G1 include GST? (indicate with <b>X</b> )  Yes  No						
Export sales <b>G2</b>	\$	DØ.				
Other GST-free sales <b>G3</b>	\$	DØ.				
Capital purchases <b>G10</b>	\$	DQ				
Non-capital purchases <b>G11</b>	\$	DQ				
Report GST on sales at 1A and GST on purchases at 1B in the Summary section over the page and then complete the other sections						
OR						

Option 2: Calculate GST qua	rterly and report annually
Total sales <b>G1</b> \$	).bd
Does the amount shown at G1 include GST? (indicate with <b>X</b> )	Yes No
Report GST on sales at 1	IA and GST on purchases at 1B in the

Summary section over the page and then complete the other sections

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Option 3: Pay ust in	iStaiiii	CII	l all	iouii	ı qu	ait	ну					
	G21	\$										
Write this amount	at 1A	in	the	Sun	ıma	ry s	ecti					
OR if	varyin	g t	his	amo	unt,	cor	nple	te G	22, (	<b>323</b> ,	(ank <b>G24</b>	
Estimated net GST for the year	<b>G22</b>	\$				,			,			Ø.
Varied amount for the quarter	G23	\$				ļ_			Ĺ			Œ.
Write the G23 amount	at 1A	in	the	Sun	ıma	ry s	ecti	on o	ver t	he r	age	

and the	n comple	ete the other sections (leave 1B blank)
Reason code for variation	G24	
PAYG tax with	held	

Total salary, wages and other payments	W1	\$
Amount withheld from payments shown at W1	W2	\$
Amount withheld where no ABN is quoted	W4	\$
Other amounts withheld		

(excluding any amount shown at W2 or W4)

Total amounts withheld (W2 + W4 + W3)

Write the W5 amount at 4 in the Summary section over the page and

then complete the other sections

## **Methods of payment**

OR



**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.

PAYG income tax instalment	Summary
	If you are using GST Option 3 leave 1B, 1C, 1D, 1E, 1F blank
Only complete Option 1 OR 2 (indicate one choice with X)	Amounts you owe the Tax Office
Option 1: Pay a PAYG instalment amount quarterly	GST on sales or GST instalment 1A \$
	Wine equalisation tax 1C \$
T7 \$	Luxury car tax 1E \$
Write the T7 amount at 5A in the Summary section OR if varying this amount, complete T8, T9, T4	PAYG tax withheld 4 \$
estimated tax for the year T8 \$	PAYG income tax 5A \$
Varied amount for the quarter T9 \$ .00	instalment 6A \$ FBT instalment 6A \$
Write the T9 amount at 5A in the Summary section	Deferred company/fund
Reason code for variation T4	10 10 15 4 5 6
R	1A +1C + 1E + 4 + 5A + 6A + 7 8A \$
Option 2: Calculate PAYG instalment using income times rate	Amounts the Tax Office owes you
PAYG instalment income T1 \$ .00	GST on purchases 1B \$
rate installment income 11 \$	Wine equalisation tax refundable 1D \$
T2 %	
OR New varied rate T3 %	
T1 x T2 (or x T3) <b>T11</b> \$ .00	instalment variation 3D \$
T1 x T2 (or x T3) <b>T11</b> \$	instalment variation 6B \$,, .DC
Reason code for variation <b>T4</b>	1B + 1D +1F + 5B + 6B <b>8B</b> \$
ringe benefits tax (FBT) instalment	Payment or refund?
	Is 8A more than 8B? (indicate with X)
F1 \$	Yes, then write the result of <b>8A minus 8B</b> at 9. <b>This amount is</b> payable to the <b>Tax Office</b> .
Write the F1 amount at 6A in the Summary section OR if varying this amount, complete F2, F3, F4	No, then write the result of <b>8B minus 8A</b> at 9. <b>This amount is</b> refundable to you (or offset against any other tax debt you have).
Estimated FBT F2 \$	
Varied amount for F3 & DØ	Your payment or refund amount  9 \$ \[ \]
Write the F3 amount at 6A in the Summary section	Do not use symbols such as +, -, /, \$
Reason code for variation <b>F4</b>	Do not use symbols such as +, -, /, φ
eclaration   I declare that the information given on this form is true and correct, and that	Return this completed form to HRS MINS
am authorised to make this declaration. The tax invoice requirements have been met.	Estimate the time taken to complete
ignature Date / /	this form. Include the time taken to collect any information.
ivity statement instructions are available from <b>www.ato.gov.au</b> or can be ordered by phonin ninister those laws and may pass information to other government agencies. More informati	
minotor also laws and may pass mormation to only government agencies, will emillimate	ion about privacy and access to your tax information is available from www.atcgov.at
Australian Government	
Australian Taxation Office	