

Office use only

☐ ☐


141710925

## Business activity statement

Document ID

ABN

Form due on

Payment due on

GST accounting method

Contact phone number

 Authorised contact person  
who completed the form

### HOW TO LODGE

You can lodge this form online using:

- Online services for business
- Standard Business Reporting (SBR)-enabled software
- ATO online services through myGov (sole traders only).

Once you've set up, it's quicker, easier and more secure. Visit [ato.gov.au/online-services](http://ato.gov.au/online-services)

If lodging by paper:

- print clearly using a black pen
- use whole dollars or '0' (zero)
- do not use n/a, nil, negative figures or symbols.

### PAYG income tax instalment

Complete one of the two options below (place ☒ in ONE option box only)

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**Option 1: Pay a PAYG instalment amount quarterly**

T7 \$

- Write the T7 amount at 5A in the Summary section over the page 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 over the page and then complete the other sections

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 over the page and then complete the other sections

Reason code for variation (see variation codes table) T4

### Goods and services tax (GST)

Total sales (G1 requires 1A completed) G1 \$

Does the amount shown at G1 include GST? ☐ Yes ☐ No

Export 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 and then complete the other sections

Variation codes (T4)	
Reason for varying	T4 code
Change in investments	21
Current business structure not continuing	22
Significant change in trading conditions	23
Internal business restructure	24
Change in legislation or product mix	25
Financial market changes	26
Use of income tax losses	27

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### HOW TO PAY

Your payment reference number (PRN) is:

BPAY®



Bill code: 75556  
Ref:

Telephone & Internet Banking – BPAY®

Make this payment from your preferred bank account.

For more information, visit [www.bpay.com.au](http://www.bpay.com.au)

### CREDIT OR DEBIT CARD

Pay online with your credit or debit card using our secure online service. A card payment fee may apply.

For more information, visit [ato.gov.au/payonline](http://ato.gov.au/payonline)

### OTHER PAYMENT OPTIONS

For other payment options, visit [ato.gov.au/howtopay](http://ato.gov.au/howtopay)

### HOW TO LODGE

This form can be lodged online. Visit [ato.gov.au/online-services](http://ato.gov.au/online-services)

PAYG tax withheld

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) W3 \$

Total amounts withheld (W2 + W4 + W3) W5 \$

Write the W5 amount at 4 in the Summary section below

Summary

Amounts you owe the ATO

GST on sales 1A \$

Wine equalisation tax 1C \$

Luxury car tax 1E \$

PAYG tax withheld 4 \$

PAYG income tax instalment 5A \$

FBT instalment 6A \$

Fuel tax credit over claim (Do not claim in litres) 7C \$

1A + 1C + 1E + 4 + 5A + 6A + 7C 8A \$

Fringe benefits tax (FBT) instalment

F1 \$

Write the F1 amount at 6A in the Summary section below OR if varying this amount, complete F2, F3, F4

Estimated FBT for the year F2 \$

Varied amount payable for the quarter F3 \$

Write the F3 amount at 6A in the Summary section below

Reason code for variation F4

Amounts the ATO owes you

GST on purchases 1B \$

Wine equalisation tax refundable 1D \$

Luxury car tax refundable 1F \$

Credit from PAYG income tax instalment variation 5B \$

Credit from FBT instalment variation 6B \$

Fuel tax credit (Do not claim in litres) 7D \$

1B + 1D + 1F + 5B + 6B + 7D 8B \$

Payment or refund?

Is 8A more than 8B?

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 \$

If we do not have your current financial institution account details your refund may be delayed.

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

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. Activity statement instructions are available from ato.gov.au or can be ordered by phoning 13 28 66.