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Office use only

41950925

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/ onlineservices**

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.

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 requires 1A completed) **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 and then complete the other sections

OR

Option 2: Calculate GST quarterly and report annually

Total sales (G1 requires 1A completed) **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 and then complete the other sections

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OR

☐ **Option 3: Pay GST instalment amount quarterly**

G21 $ _____

Write this 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 payable for the quarter **G23** $ _____ .00

Write the G23 amount at 1A in the Summary section over the page and then complete the other sections (leave 1B blank)

Reason code for variation **G24** _____

PAYG tax withheld

Total salary, wages and other payments **W1** $ _____ .00

Amount withheld from payments shown at W1 **W2** $ _____ .00

Amount withheld where no ABN is quoted **W4** $ _____ .00

Other amounts withheld (excluding any amount shown at W2 or W4) **W3** $ _____ .00

Total amounts withheld (W2 + W4 + W3) **W5** $ _____ .00

Write the W5 amount at 4 in the Summary section over the page and then complete the other sections

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PAYG income tax instalment

Only 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
OR if varying this amount, complete T8, T9, T4

Estimated tax for the year **T8** $ _____ .00

Varied amount payable for the quarter **T9** $ _____ .00

Write the T9 amount at 5A in the Summary section

Reason code for variation **T4** ____

OR

Option 2: Calculate PAYG instalment using income times rate

PAYG instalment income **T1** $ _____ .00

T2 ____ %

OR
New varied rate **T3** ___.__ %

T1 x T2 (or x T3) **T11** $ _____ .00

Write the T11 amount at 5A in the Summary section

Reason code for variation **T4** ____

Fringe benefits tax (FBT) instalment

F1 $ _____

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

Estimated FBT for the year **F2** $ _____ .00

Varied amount payable for the quarter **F3** $ _____ .00

Write the F3 amount at 6A in the Summary section

Reason code for variation **F4** ____

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 ___ / ___ / ___

Summary

If you are using GST Option 3 leave 1B, 1C, 1D, 1E, 1F blank

Amounts you owe the ATO

GST on sales or GST instalment **1A** $ _____ .00

Wine equalisation tax **1C** $ _____ .00

Luxury car tax **1E** $ _____ .00

PAYG tax withheld **4** $ _____ .00

PAYG income tax instalment **5A** $ _____ .00

FBT instalment **6A** $ _____ .00

Deferred company/fund instalment **7** $ _____ .00

1A +1C + 1E + 4 + 5A + 6A + 7 **8A** $ _____ .00

Amounts the ATO owes you

GST on purchases **1B** $ _____ .00

Wine equalisation tax refundable **1D** $ _____ .00

Luxury car tax refundable **1F** $ _____ .00

Credit from PAYG income tax instalment variation **5B** $ _____ .00

Credit from FBT instalment variation **6B** $ _____ .00

1B + 1D +1F + 5B + 6B **8B** $ _____ .00

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 $ _____ .00

⚠ Do not use symbols such as +, −, /, $

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**.

Australian Government
Australian Taxation Office