

Office use only

☐ ☐


42350925

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

☐ **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 T4

Goods and services tax (GST)

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

 Does the amount shown at G1 include GST? (indicate with an X) ☐ 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

NAT 4235-09.2025 [DE-73594]

HOW TO PAY

Your payment reference number (PRN) is:

BPAY®


 Biller code: 75556
Ref:

Telephone & Internet Banking – BPAY®

Make this payment from your preferred bank account.

 For more information, visit 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

OTHER PAYMENT OPTIONS

 For other payment options, visit ato.gov.au/howtopay

HOW TO LODGE

 This form can be lodged online. Visit ato.gov.au/online-services

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 below

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

\$

.00

Varied amount payable for the quarter

F3

\$

.00

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

Reason code for variation

F4

Summary

Amounts you owe the ATO

GST on sales

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 +, -, /, \$

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.



Australian Government
Australian Taxation Office