

## Annual GST information report

Document ID

ABN

When completing this form:

- print clearly using a black pen
- round down to whole dollars (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 report negative figures or use symbols such as +, -, /, \$.

Contact person who completed the form

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Contact phone number

### Why have you received this annual GST information report?

You chose to calculate GST quarterly and report annually (Option 2) in at least one quarter during the year.

You now need to complete this form to report the following GST information for the period shown at the top of this form.

### When is this form due?

You must return this form by

## ➤ How to complete this form

- Complete the boxes (G2, G3, G10 & G11) that apply to your business using information from your accounts or by using the GST calculation sheet
- You must report amounts for the entire period shown at the top of this form

GST accounting method

Export sales	<b>G2</b>	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	.00
Other GST-free sales	<b>G3</b>	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	.00
Capital purchases	<b>G10</b>	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	.00
Non-capital purchases	<b>G11</b>	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	.00

**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        /        /

Please return this completed form to

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**HRS**

MINS

Please estimate the time taken to complete this form. Include the time taken to collect any information.



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](http://ato.gov.au/privacy). Activity statement instructions are available from [ato.gov.au](http://ato.gov.au) or can be ordered by phoning **13 28 66**.



**Australian Government**  
**Australian Taxation Office**