



# Annual GST return

Document ID

ABN

## 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](http://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.

Authorised contact person who completed the form

Contact phone number

### Why have you received this annual GST return?

You have chosen to pay GST **annually** or by **instalments**. Please complete this form to calculate and pay any amount you owe the ATO, or to calculate any amount the ATO owes you.

### When is this form due?

You **must** return this form (even if nil activity) and make any payment by

### How to complete this form

- Complete the boxes (G1, G2, G3, G10 & G11) that apply to your business for the period shown above, using information from your accounts or by using the GST calculation sheet.
- Indicate whether the G1 amount includes GST by writing **X** in the appropriate box.

GST accounting method

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

Does the amount shown at G1 include GST? (indicate with X)  Yes  No

Export sales **G2** \$

Other GST-free sales **G3** \$

Capital purchases **G10** \$

Non-capital purchases **G11** \$

**Report GST and any wine equalisation tax and luxury car tax amounts for the period in the Summary section over the page**

## HOW TO PAY

Your payment reference number (PRN) is:

BPAY®



Billers 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)

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