V

Office use only

141680925

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

☐ **Option 1: Calculate GST and report quarterly**

Total sales (G1 requires 1A completed)	**G1** $	.00
Does the amount shown at G1 include GST?	☐ 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?	☐ 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

NAT 14168-09.2025 [DE-73594]

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

G21 $

OR ❯ 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

HOW TO PAY

Your payment reference number (PRN) is:

BPAY®

B PAY
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/onlineservices**

PAYG income tax instalment

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

☐ **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

Label		Amount
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
Fuel tax credit over claim (Do not claim in litres)	**7C**	$ ☐☐☐,☐☐☐,☐☐☐.00
1A +1C + 1E + 4 + 5A + 6A + 7C	**8A**	$ ☐☐☐,☐☐☐,☐☐☐.00

Amounts the ATO owes you

Label		Amount
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
Fuel tax credit (Do not claim in litres)	**7D**	$ ☐☐☐,☐☐☐,☐☐☐.00
1B + 1D +1F + 5B + 6B + 7D	**8B**	$ ☐☐☐,☐☐☐,☐☐☐.00

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 $ ☐☐☐,☐☐☐,☐☐☐.00

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

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