PAYG payment summary statement

This form is part of the PAYG payment summary annual report. See reverse of page for how to complete this form.

⚠️ If you report your payment summary information to us electronically, do not complete this form.

⚠️ Payment summaries printed from payroll software should not accompany this form. Use ATO printed payment summary forms.

Print clearly in BLOCK LETTERS with a black pen only. Do not use rubber stamps to show payer details.

If you are **amending a payment summary statement** you have already sent, place X in this box.

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**Statement for year ending 30 June**

<table>
<thead>
<tr>
<th>Payer details</th>
<th>ABN or withholding payer number</th>
<th>Branch number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Street number and street name</td>
<td></td>
</tr>
<tr>
<td>Suburb, town or locality</td>
<td>State</td>
<td>Postcode</td>
</tr>
<tr>
<td>Contact name</td>
<td>Contact phone number</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment summaries issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of payment summaries issued</td>
</tr>
<tr>
<td>Individual non-business (includes salaries or wages paid to employees)</td>
</tr>
<tr>
<td>Employment termination payment</td>
</tr>
<tr>
<td>Superannuation lump sum</td>
</tr>
<tr>
<td>Superannuation income stream</td>
</tr>
<tr>
<td>Business and personal services income</td>
</tr>
<tr>
<td>Foreign employment</td>
</tr>
</tbody>
</table>

Privacy – For information about your privacy, visit our website at [ato.gov.au/privacy](http://ato.gov.au/privacy)

Declaration  
I declare that the information given on this form is complete and correct.

Signature of authorised person

Date Day / Month / Year

You will need to keep a copy of this completed form, together with the PAYG payer’s copy of the payment summaries issued, for your records.
How to complete your PAYG payment summary statement

Statement for year ending 30 June
The year must be shown as a four digit figure. For example the year ending 30 June 2014 must be shown as ‘2014’ and not ‘14’.

PAYER DETAILS
ABN or withholding payer number and branch number
Write your Australian business number (ABN), or withholding payer number (WPN), in the boxes provided. For payers with an ABN, the ABN should be the one that appears on the activity statement you report your PAYG withholding amounts on. If you have one ABN, but multiple branches, you should show the branch number. If you do not have a branch number, leave the boxes blank.

Name
The name should be the same as the one that appears on the activity statement you report your PAYG withholding amounts on.

Address
The street number and name, suburb, town or locality, state or territory and postcode must be shown separately in the fields provided.

Contact name and phone number
A daytime contact name and phone number should be provided so that we can contact you if any information needs to be checked.

Declaration
Sign and date this form. The PAYG payment summary statement is a legal document and the law imposes penalties for giving false or misleading information.

Payment summaries issued
For each type of payment summary you issued for the financial year, provide the following details:
- the total number of payment summaries
- the total of gross payments or taxable components, in whole dollars
- the total amounts of tax withheld, in whole dollars.

For individual non-business payment summaries include the following at ‘Total of gross payments or taxable components’:
- gross payments
- CDEP payments
- total allowances
- total lump sum payments (excluding any amounts shown at D).

For foreign employment payment summaries, include Total Australian tax withheld in the ‘Total of amounts of tax withheld’ column. Do not include amounts of foreign tax withheld or paid. Include the following at ‘Total of gross payments or taxable components’:
- gross payments (include total allowances)
- total lump sum payments (excluding any amounts shown at D).

For any of the following payment summaries only include the taxable component of each payment type:
- employment termination payment
- superannuation lump sum
- superannuation income stream.

AMENDING A PAYG PAYMENT SUMMARY STATEMENT
Complete a new PAYG payment summary statement, marking the ‘amending a payment summary statement’ box with an ‘X’ if you:
- made a mistake with any of the amounts in your completed PAYG payment summary statement and you have already sent it to us
- have amended any of the amounts on the payment summaries you have issued to payees
- are sending payment summaries that you did not send before. You should then complete the amended PAYG payment summary statement in full, detailing amounts from ALL payment summaries issued by you for the financial year, and forward it to the address on the front of this form.

Note: You are only required to lodge the copies of any amended payment summaries and any payment summaries that have not previously been sent, with your amended PAYG payment summary statement.

MORE INFORMATION
If you need more information about your PAYG payment summary statement, you can:
- visit ato.gov.au
- phone 13 28 66.

If you do not speak English well and need help from the ATO, phone the Translating and Interpreting Service on 13 14 50.

If you are deaf, or have a hearing or speech impairment, phone the ATO via the National Relay Service (NRS) on 13 36 77.

TTY users, phone 13 36 77 and ask for the ATO number you need.

Speak and Listen (speech-to-speech relay) users, phone 1300 555 727 and ask for the ATO number you need.

Internet relay users, connect to the NRS on relayservice.com.au and ask for the ATO number you need.