

Aussie Tool Shed Pty Ltd

SAMPLE ONLY

Office use only



Business activity statement

Document ID

ABN **11 111 111 111**

Form due on **28th April**

Payment due on **28th April**
cash basis

GST accounting method

Contact phone number

Contact person who completed the form

When completing this form:

- print clearly using a black pen
- show whole dollars only (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 use symbols such as +, -, /, \$.

Goods and services tax (GST)

Complete Option 1 OR 2 OR 3 (indicate one choice with an X)

Option 1: Calculate GST and report quarterly

Total sales **G1** \$.00

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

Option 2: Calculate GST quarterly and report annually

Total sales **G1** \$.00

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

Option 3: Pay GST instalment amount quarterly

G21 \$.00

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 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

other payments **W1** \$.00

Total salary, wages and 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

Methods of payment



BPAY: contact your financial institution to make this payment from your cheque or savings account. Quote biller code 75556 and your EFT code (shown on the front of the payment slip) as the customer reference number.

Direct credit: you can electronically transfer funds to the Tax Office's direct credit bank account using online banking facilities. Use BSB 093 003, Account number 316 385 and your EFT code. Phone 1800 815 886 for assistance if required.

Direct debit: have your payment deducted from your financial institution account (not credit cards). Phone 1800 802 308 for a direct debit request form and/or details.

Mail payments: mail the payment slip together with your cheque or money order using the envelope provided. Please do not use pins or staples. Do not send cash. See below for cheque information.

Post office: payments can be made at any post office by cash, cheque or EFTPOS (where available and subject to daily limits). A \$3,000 limit applies to cash payments. Your payment slip must be presented with your payment.

Cheques/money orders should be for amounts in Australian dollars and payable to 'Deputy Commissioner of Taxation'. Cheques should be crossed 'Not Negotiable'. Payments cannot be made by credit card, or in person at any Tax Office branch or shopfront.

PAYG income tax instalment

Summary

If you are using GST Option 3 leave 1B, 1C, 1D, 1E, 1F blank

Only complete Option 1 OR 2 (indicate one choice with X)

Option 1: Pay a PAYG instalment amount quarterly

T7 \$

Write the T7 amount in the Summary section
OR if varying this amount, complete T8, T9, T4

Estimated tax for the year T8 \$

Varied amount for the quarter T9 \$

Write the T9 amount at 5A in the Summary section

Reason code for variation T4

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

Reason code for variation T4

Amounts you owe the Tax Office

GST on sales or GST instalment 1A \$ 89,272.00

Wine equalisation tax 1C \$

Luxury car tax 1E \$

PAYG tax withheld 4 \$ 30,000.00

PAYG income tax instalment 5A \$ 30,000.00

FBT instalment 6A \$ 1,000.00

Deferred company/fund instalment + 6A + 7 7

1A + 1C + 1E + 4 + 5A 8A \$ 123,272.00

Amounts the Tax Office owes you

GST on purchases 1B \$ 3,090.00

Wine equalisation tax refundable 1D \$

Luxury car tax refundable 1F \$

Credit from PAYG income tax instalment variation 5B \$

Credit from FBT instalment variation 6B \$

1B + 1D + 1F + 5B + 6B 8B \$ 3,090.00

Fringe benefits tax (FBT) instalment

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.

F1 \$

Signature **XXX** Write the F1 amount at 6A in the Summary section / **XX XX XX**
OR if varying this amount, complete F2, F3, F4

Estimated FBT for the year F2 \$

Varied amount for the quarter F3 \$

Australian Government
Australian Taxation Office

Write the F3 amount at 6A in the Summary section

Reason code for variation F4

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 Tax Office.

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 \$ 1,201,822.00

Do not use symbols such as +, -, /, \$

HR MIN

Return this completed form to

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