



Office use only



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

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 +, -, /, \$.

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 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 on sales at 1A and GST on purchases at 1B in the Summary section over the page

OR

Option 2: Calculate GST quarterly and report annually

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

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

OR

Option 3: Pay GST instalment amount quarterly

G21 \$

Write the G21 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** \$

Varied amount payable for the quarter **G23** \$

Write the G23 amount at 1A in the Summary section over the page (leave 1B blank)

Reason code for variation **G24**

NAT 4190-03.2014 [JS 29437]

METHODS OF PAYMENT

BPAY®

Contact your financial institution to make this payment from your cheque or savings account. You will need the details listed below.



Billor Code: 75556
Reference: Your EFT code (shown on the front of your payment slip directly above the barcode)

Credit card

Payments can be made online or by phone, visit our website at ato.gov.au/howtopay or phone 1300 898 089. A card-payment fee applies.

Other payment options

For more information about other payment options, you can:

- visit our website at ato.gov.au/howtopay
- phone us on 1800 815 886.

Payments cannot be made in person at any of our branches or shopfronts.

PAYG tax withheld

Total salary, wages and other payments		W1	\$	<input type="text"/>	.00
Amount withheld from payments shown at W1		W2	\$	<input type="text"/>	.00
Amount withheld where no ABN is quoted		W4	\$	<input type="text"/>	.00
Other amounts withheld (excluding any amount shown at W2 or W4)		W3	\$	<input type="text"/>	.00
Total amounts withheld (W2 + W4 + W3)		W5	\$	<input type="text"/>	.00

Write the W5 amount at 4 in the Summary section below

Reason for varying (G24)	Code
Current business structure not continuing	22
Significant change in trading conditions	23
Internal business restructure	24
Change in legislation or product mix	25
Financial market changes	26

Summary

Amounts you owe the ATO

GST on sales or GST instalment	1A	\$	<input type="text"/>	.00	
PAYG tax withheld	4	\$	<input type="text"/>	.00	
1A + 4		8A	\$	<input type="text"/>	.00

Amounts the ATO owes you

GST on purchases	1B	\$	<input type="text"/>	.00
------------------	-----------	----	----------------------	-----

! Do not complete **1B** if using GST instalment amount (Option 3)

Payment or refund?

Is 8A more than 1B? (indicate with X)

Yes, then write the result of **8A minus 1B** at 9. **This amount is payable to the ATO.**

No, then write the result of **1B 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 |

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

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 / /

Return this completed form to

HRS **MINS**

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. Activity statement instructions are available from ato.gov.au or can be ordered by phoning 13 28 66.



Australian Government
Australian Taxation Office
