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Office use only

Office use only checkboxes

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

Contact phone number input boxes

Authorised contact person input box

HOW TO LODGE

This form can be lodged online. Visit ato.gov.au/general/online-services

- Individuals and sole traders can lodge online via their myGov account. Businesses can use the secure portal or Standard Business Reporting (SBR) enabled software.

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

Option 1: Calculate GST and report quarterly
Total sales (G1), Export sales (G2), Other GST-free sales (G3), Capital purchases (G10), Non-capital purchases (G11)

Option 2: Calculate GST quarterly and report annually
Total sales (G1), Report GST on sales at 1A and GST on purchases at 1B

Option 3: Pay GST instalment amount quarterly
G21, G22, G23, G24

NAT 4191-11.2019 [DE-9137]

HOW TO PAY

Your payment reference number (PRN) is:

BPAY®



Billers code: 75556
Ref:

Telephone & Internet Banking - BPAY®

Contact your bank or financial institution to make this payment from your cheque, savings, debit or credit card account.

More info: www.bpay.com.au

CREDIT OR DEBIT CARD

Pay online with your credit or debit card at www.governmenteasypay.gov.au/PayATO

To pay by phone, call the Government EasyPay service on 1300 898 089.

A card payment fee applies.

OTHER PAYMENT OPTIONS

For other payment options, visit ato.gov.au/paymentoptions

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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** \$.00

Amounts the ATO owes you

GST on purchases **1B** \$.00

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

Payment or refund?

Is 1A more than 1B?

(indicate with X)

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

No, then write the result of **1B minus 1A** 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

⚠ 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