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# Quarterly GST instalment notice



Document ID

ABN

Variations due on

Payment due on

## GST instalment

G21 \$

**If you are paying the above amount – do not send the form to the ATO**

(payment can be made using one of the 'How to pay' options below)

**OR**

**If you wish to VARY the amount, this form can be lodged online.**

Visit [ato.gov.au/general/online-services](http://ato.gov.au/general/online-services)  
Payment of the varied amount can be made using one of the 'How to pay' options below.

NAT 8056-11.2019 [DE-65935]

### 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](http://www.bpay.com.au)

#### CREDIT OR DEBIT CARD

Pay online with your credit or debit card at [www.governmenteasypay.gov.au/PayATO](http://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](http://ato.gov.au/paymentoptions)

#### HOW TO LODGE

This form can be lodged online. Visit [ato.gov.au/general/online-services](http://ato.gov.au/general/online-services)

Only complete this section if you are VARYING your GST instalment amount.

If you are NOT varying the amount, you only need to pay the amount at G21 on the reverse.

### Varying your GST instalment amount

Estimated net GST for the year **G22** \$                      .00

Varied amount payable for the quarter (see Table 1) **G23** \$                      .00

**Write the G23 amount at Your payment amount below**

Reason code for variation (see Table 2) **G24**

**Your payment amount** **9** \$                      .00

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

**Payment can be made using one of the 'How to pay' options.**

### HOW TO LODGE

This form can be lodged online. Visit [ato.gov.au/general/online-services](http://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.

This Quarter	To calculate your GST varied amount (G23)
1st	25% of your estimated annual GST liability
2nd	50% of your estimated annual GST liability <b>less</b> the amount of your 1st quarter instalment*
3rd	75% of your estimated annual GST liability <b>less</b> the amount of your 1st and 2nd quarter instalments*
4th	100% of your estimated annual GST liability <b>less</b> the amount of your 1st, 2nd and 3rd quarter instalments*

\*This is the advised GST instalment or previously varied amount.

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

Authorised contact person who completed the form

Contact phone number

<b>Declaration</b> I declare that the information given on this form is true and correct, and that I am authorised to make this declaration.	<b>If varying your amount using this form, return it to:</b>
Signature _____ Date / / _____	

**!** 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](http://ato.gov.au/privacy). Activity statement instructions are available from [ato.gov.au](http://ato.gov.au) or can be ordered by phoning 13 28 66.



Australian Government  
Australian Taxation Office