



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

## 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.

## 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 4190-11.2019 [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](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)

## PAYG tax withheld

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

PAYG tax withheld **4** \$ [ ][ ][ ] [ ][ ][ ] [ ][ ][ ] [ ][ ][ ] [ ][ ][ ][ ] [ ][ ][ ][ ] [ ][ ][ ][ ] .00

**1A + 4 8A** \$ [ ][ ][ ] [ ][ ][ ] [ ][ ][ ] [ ][ ][ ] [ ][ ][ ][ ] [ ][ ][ ][ ] [ ][ ][ ][ ] .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 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**

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