

How to complete this form

Item	Write the number of the item you are changing (for example, G1).
Revised amount	Show the new amount for the item you are changing. Check your original activity statement to see if the changes affect other items. If so, you must include these item numbers and the revised amounts on this form.
T3	If the changes you make relate to the varied PAYG instalment rate shown on your original activity statement, show the correct varied instalment rate at this item.
Declaration	Sign and date the completed form.
Return completed form	Return the completed form to this address.
Payment or Refund?	If this activity statement revision results in an amount being: <ul style="list-style-type: none">■ payable to the ATO, refer to the how to pay section for information about methods of payment.■ refundable to you, ensure we have your current financial institution account details. If we don't there may be a delay with your refund. To update them visit ato.gov.au/updateclientdetails

SAMPLE ONLY