



## Business activity statement

Contact person who completed the form

**Write the W5 amount at 4 in the Summary section over the page and then complete the other sections**

## Methods of payment

Cheques/money orders should be for amounts in Australian dollars and payable to 'Deputy Commissioner of Taxation'. Cheques should be crossed 'Not Negotiable'. **Payments cannot be made by credit card, or in person at any Tax Office branch or shopfront.**

## PAYG income tax instalment

Only complete Option 1 OR 2 (indicate one choice with X)

☐ **Option 1: Pay a PAYG instalment amount quarterly**

T7 \$

Write the T7 amount at 5A in the Summary section  
OR if varying this amount, complete T8, T9, T4

Estimated tax for the year T8 \$

Varied amount for the quarter T9 \$

Write the T9 amount at 5A in the Summary section

Reason code for variation T4

OR

☐ **Option 2: Calculate PAYG instalment using income times rate**

PAYG instalment income T1 \$

T2  %

OR

New varied rate T3  %

T1 x T2 (or x T3) T11 \$

Write the T11 amount at 5A in the Summary section

Reason code for variation T4

## Fringe benefits tax (FBT) instalment

F1 \$

Write the F1 amount at 6A in the Summary section  
OR if varying this amount, complete F2, F3, F4

Estimated FBT for the year F2 \$

Varied amount for the quarter F3 \$

Write the F3 amount at 6A in the Summary section

Reason code for variation F4

**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 / /

Activity statement instructions are available from [www.ato.gov.au](http://www.ato.gov.au) or can be ordered by phoning 13 28 66. The Tax Office is authorised by the tax laws to collect this information to administer those laws and may pass information to other government agencies. More information about privacy and access to your tax information is available from [www.ato.gov.au](http://www.ato.gov.au)

## Summary

If you are using GST Option 3 leave 1B, 1C, 1D, 1E, 1F blank

### Amounts you owe the Tax Office

GST on sales or GST instalment 1A \$

Wine equalisation tax 1C \$

Luxury car tax 1E \$

PAYG tax withheld 4 \$

PAYG income tax instalment 5A \$

FBT instalment 6A \$

Deferred company/fund instalment 7 \$

1A + 1C + 1E + 4 + 5A + 6A + 7 8A \$

### Amounts the Tax Office owes you

GST on purchases 1B \$

Wine equalisation tax refundable 1D \$

Luxury car tax refundable 1F \$

Credit from PAYG income tax instalment variation 5B \$

Credit from FBT instalment variation 6B \$

1B + 1D + 1F + 5B + 6B 8B \$

## Payment or refund?

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

☐ Yes, then write the result of 8A minus 8B at 9. This amount is payable to the Tax Office.

☐ No, then write the result of 8B 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 \$

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

Return this completed form to

HRS MINS

Estimate the time taken to complete this form. Include the time taken to collect any information.