



## *How do you fill out a Business Activity Statement (BAS) statement?*

A Business Activity Statement (BAS) is a statement that needs to be lodged with the Australian Taxation Office (ATO) on an annual, monthly or quarterly period. The frequency will be set by the ATO. Your business size will determine the frequency of lodgement.

The GST was first introduced in 2000 and replaced a range of state and federal taxes. The GST is paid by customers who purchase goods or services. Registered business must legally collect and pay out the difference in GST and well as other tax obligations.

Your business structure will vary the requirements for lodging your BAS. Being a sole trader, company, partnership or trust will affect the tax you're liable to pay, asset protection and running costs. As your business grows, your business structure may change to suit. If you're not sure if your current business structure best suits your business, an accountant can advise you on your best choices.

### **What do I need to report in my BAS?**

In a BAS statement, you'll need to report on your businesses:

- Goods and Services Tax (GST)
- Pay As You Go (PAYG) Instalments
- PAYG withholding tax
- Fringe Benefits Tax (FBT)

- Luxury Car Tax (LCT)
- Wine equalisation tax (WET)
- Fuel Tax Credits

### **When do you need to lodge a BAS statement?**

Not all businesses are required to lodge a BAS. Your business needs to earn over a certain gross amount to be legally liable. When you register for an Australian Business Number (ABN) and GST, the Australian Taxation Office (ATO) will let you know when your BAS is due to be lodged.

The due date for lodging your BAS will be shown on your BAS form. If the date falls on a public holiday or weekend, you'll be able to lodge on the next working day. The ATO will send you the statement when it is due.

The frequency of lodging your BAS statement will depend on the gross income of your business:

- Quarterly – if your GST turnover is less than \$20 million – and the ATO has not told you that you must report monthly.
- Monthly – if your GST turnover is \$20 million or more.
- Annually – if you are voluntarily registered for GST and your GST turnover is under \$75,000 (\$150,000 for not-for-profit bodies).

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## Quarterly reporting

Dates are set throughout the year to lodge your BAS.

Quarter	Due date
1. July, August and September	28 October
2. October, November and December	28 February
3. January, February and March	28 April
4. April, May and June	28 July

## BAS example

Your BAS statement will be slightly different depending on your business structure.

### Example: Business activity statement - front

### EXAMPLE: Business activity statement - front

**Michael Jones Pty Ltd**  
123 Lower Mountain Road  
MT PLEASANT NSW 2222

**Business activity statement**  
January to March 2012

Business ID: 12 123 123 123  
ABN: 97 999 999 999  
Due by: 28 April 2012  
Payment by: 28 April 2012

**Goods and services tax (GST)**  
For the QUARTER from 1 Jan 2012 to 31 Mar 2012

**Option 1: Calculate GST and report quarterly**

**Option 2: Calculate GST quarterly and report annually**

**Option 3: Pay GST instalment amount quarterly**

**Methods of payment**

**Direct debit:** Have your payment deducted from your financial institution account each month.

**Multi-payments:** Make the payment via together with your cheque or money order using the service provided.

**Post office payments:** Can be made at any post office by cash, cheque or EFT (subject to availability and subject to daily limit, a \$5,000 limit applies to cash payments).

**Check payments:** Cheques should be made payable to Australian Customs and payable to: Deputy Commissioner of Taxation. Cheques should be marked 'BAS payable'. Payments cannot be made in person at any ATO site or kiosk.

This is the reporting period that the activity statement covers. It's usually a month or a quarter.

The document ID is a unique identifier for each activity statement you receive.

Your Australian business number (ABN).

Check these dates and only include amounts for the reporting period shown.

This bar code is used by our electronic scanners to identify your activity statement.

These are important dates. They indicate when you have to lodge your activity statement and when you have to make a payment.

This is the method (cash or non-cash) you've chosen to report GST if you're registered.

These are your contact details. We use this information to contact you if there is a problem with your activity statement.

# How do you fill out a Business Activity Statement (BAS) statement?

To make sure the ATO scans your activity statement correctly, you should:

- print clearly using a black pen
- leave boxes blank if they don't apply to you, unless the ATO have asked you to write '0' (do not use NIL)
- show whole dollars only (round cents down to the nearest whole dollar)

- don't report negative figures or use symbols such as +, -, /, \$
- don't write any additional information on your activity statement – contact your accountant or bookkeeper if your details have changed.

## Example: Business activity statement – rear

### EXAMPLE: Business activity statement – rear

These dates will show whether you are reporting monthly or quarterly for PAYG withholding.

This is the section you need to complete if you withhold from payments to others.

**PAYG tax withheld**  
For the QUARTER from 1 Jan 2012 to 31 Mar 2012

Your dates report and other payments: M1 \$ [ ] M2 \$ [ ] M3 \$ [ ] M4 \$ [ ] M5 \$ [ ] M6 \$ [ ]

Amount withheld from payments shown at M1: M1 \$ [ ] M2 \$ [ ] M3 \$ [ ] M4 \$ [ ] M5 \$ [ ] M6 \$ [ ]

Amount withheld when an ATO is called: M1 \$ [ ] M2 \$ [ ] M3 \$ [ ] M4 \$ [ ] M5 \$ [ ] M6 \$ [ ]

Other amounts withheld (including any amount shown at M1 or M4): M1 \$ [ ] M2 \$ [ ] M3 \$ [ ] M4 \$ [ ] M5 \$ [ ] M6 \$ [ ]

Total amounts withheld: M1 \$ [ ] M2 \$ [ ] M3 \$ [ ] M4 \$ [ ] M5 \$ [ ] M6 \$ [ ]

Write the M1 amount of 4 in the Summary section below

**PAYG income tax instalment**

Complete Option 1 OR 2 (includes and differs with 2)

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

Write the T7 amount at SA in the Summary section below OR if varying the amount complete T8, T9, T4

T7 \$ [ ]

Write the T8 amount at SA in the Summary section below

T8 \$ [ ]

Write the T9 amount at SA in the Summary section below

T9 \$ [ ]

Amount due to receive: T4 \$ [ ]

**OR**

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

PAYG instalment amount: T1 \$ [ ]

Write the T2 amount at SA in the Summary section below

T2 \$ [ ]

Write the T3 amount at SA in the Summary section below

T3 \$ [ ]

T1 x T3 or T2: T11 \$ [ ]

Write the T11 amount at SA in the Summary section below

T11 \$ [ ]

Amount due to receive: T4 \$ [ ]

**Reasons for varying GST & PAYG**

Reason	Date	Indication
Change in business details	21	PAYG only
Current business structure not continuing	22	GST & PAYG
Significant change in trading conditions	23	GST & PAYG
Internal business structure	24	GST & PAYG
Change in legislation or product mix	25	GST & PAYG
Financial market changes	26	GST & PAYG
Use of income tax events	27	PAYG only

**Summary**

Amounts you owe the ATO

GST on sales at GST rate: 1A \$ [ ]

WAT tax withheld: 4 \$ [ ]

Net income tax withheld: 5A \$ [ ]

Interest on unpaid tax: 7 \$ [ ]

1A + 4 + 5A + 7: 5A \$ [ ]

Amounts the ATO owes you

GST on purchases: 1B \$ [ ]

Excess credits: 63 & using GST creditable amount (Option 2)

Credit from PAYG instalment: 5B \$ [ ]

1B + 63 + 5B: 6B \$ [ ]

5B + 6B: 6B \$ [ ]

**Payment or refund?**

To SA more than GST: Yes (pay into the bank of 6B minus 6B at 0). This amount is payable to the ATO. No (pay into the bank of 6B minus 6B at 0). This amount is refundable to you or others (using any other tax credit you have).

Your payment or refund amount: \$ [ ]

**Payment Advice - 60**

Michael Jones Pty Ltd

Australian Taxation Office  
Locked Bag 1793  
PENRITH NSW 1793

ATN code: 0000 0156 03

ABN: 97 999 999 999

Amount paid: [ ]

EFT code: 97999 999 999 9999

This is the section where you summarise your reporting obligations and calculate whether you are due a refund or you need to pay.

This is where you sign and date your activity statement.

This is the payment advice that you use when making a payment.

## How do you fill out a Business Activity Statement (BAS) statement?

### **Pro tax tip:** Categorise your business invoices

Staying on top of your bookkeeping is key to preparing your BAS. By categorising your business invoices and receipts will save time and effort. Accounting software can make this process quick and easy.

It's good practise to keep up-to-date information of your invoicing and expenses. These records should include the date, type of transaction, description and GST (if applicable). When your BAS is due, you'll need to total these records, complete the BAS form and lodge it to the ATO. Records should be kept for at least five years.

You can lodge your BAS online or through a registered tax agent. If you have an accountant or bookkeeper, this is a huge task they can take care for you easily and accurately and will free up your time to work on your business and not just on your books.

### **Taking care of business**

*ITP The Income Tax Professionals help businesses around Australia with their tax and accounting requirements. With over 240 locations, there's sure to be a branch near you. If one isn't close by, ITP have a remote service and can help you wherever you are in Australia. Call a professional today and see how they can help you.*

*ITP The Income Tax Professionals are more than tax agents. They have been helping Australian individuals and businesses with their business accounting and advice for 50 years and offer a wealth of knowledge. Speak to a Professional today and see how your business can be more profitable.*



**THE INCOME TAX  
PROFESSIONALS**