

Office use only

☐ ☐


41970611

Instalment activity statement

Document ID

Form due on

Payment due on

Contact phone number

 Authorised contact person
who completed the form

When completing this form:

- print clearly using a black pen
- round down to whole dollars (do not show cents)
- if reporting a zero amount, print '0' (do not use NIL)
- leave boxes blank if not applicable (do not use N/A, NIL)
- do not report negative figures or use symbols such as +, -, /, \$.

PAYG income tax instalment

Complete Option 1 OR 2 (indicate one choice with an X)

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

 T7 \$

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

 Estimated tax for the year T8 \$

 Varied amount payable for the quarter T9 \$

 Write the T9 amount at 5A in the Summary section over the page
and then complete the other sections

 Reason code for variation T4

OR

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

 PAYG instalment income T11 \$

 T2 %

OR

 New varied rate T3 %

 T1 x T2 (or x T3) T11 \$

 Write the T11 amount at 5A in the Summary section over the page
and then complete the other sections

 Reason code for variation T4

PAYG tax withheld

 Total salary, wages and other payments W1 \$

 Amount withheld from payments shown at W1 W2 \$

 Amount withheld where no ABN is quoted W4 \$

 Other amounts withheld (excluding any amount shown at W2 or W4) W3 \$

 Total amounts withheld (W2 + W4 + W3) W5 \$

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

Variation codes (T4)

Reason for varying	T4 code
Change in investments	21
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
Use of income tax losses	27

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Methods of payment



BPAY®: contact your financial institution to make this payment from your cheque or savings account. Quote biller code **75556** and your EFT code (shown on the front of the payment slip) as the customer reference number.

Credit card: payments can be made online or by phone, a card payment fee applies. Go to www.ato.gov.au/howtopay or phone **1300 898 089**.

Direct credit: you can electronically transfer funds to the ATO's direct credit bank account using online banking facilities. Use BSB 093 003, Account number 316 385 and your EFT code. Phone **1800 815 886** for assistance if required.

Direct debit: have your payment deducted from your financial institution account (**not** credit cards). Phone **1800 802 308** to organise a direct debit or to get further information.

Mail payments: mail the payment slip together with your cheque or money order using the envelope provided. Please do not use pins or staples. Do **not** send cash. See below for cheque information.

Post office: payments can be made at any post office by cash, cheque or EFTPOS (where available and subject to daily limits). A \$3,000 limit applies to cash payments. Your payment slip must be presented with your 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 in person at any ATO site or shopfront.**



Fringe benefits tax (FBT) instalment

F1 \$

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

Estimated FBT for the year F2 \$

Varied amount payable for the quarter F3 \$

Write the F3 amount at 6A in the Summary section below

Reason code for variation F4

Summary

Amounts you owe the ATO

PAYG tax withheld 4 \$

PAYG income tax instalment 5A \$

FBT instalment 6A \$

Deferred company/fund instalment 7 \$

4 + 5A + 6A + 7 8A \$

Amounts the ATO owes you

Credit from PAYG income tax instalment variation 5B \$

Credit from FBT instalment variation 6B \$

5B + 6B 8B \$

Payment or refund?

Is 8A more than 8B? ☐ Yes, then write the result of 8A minus 8B at 9. This amount is payable to the ATO.

☐ 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 +, -, /, \$

Declaration I declare that the information given on this form is true and correct, and that I am authorised to make this declaration.

Signature Date / /

Return this completed form to

HRS MINS

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

Activity statement instructions are available from www.ato.gov.au or can be ordered by phoning 13 28 66. The ATO 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



Australian Government
Australian Taxation Office