

## Annual GST information report

Document ID

ABN

When completing this form, please

- use a BLACK pen only (to help with processing)
- leave boxes blank if not applicable (do not use N/A, NIL)
- show whole dollars only (do not show cents)
- do not use symbols such as +, -, /, \$

Contact person who completed the form

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Contact phone number

[illegible]

**Why have you received this annual GST information report?**

You chose to calculate GST quarterly and report annually (Option 2) in at least one quarter during the year.

You now need to complete this form to report the following GST information for the period shown at the top of this form.

### When is this form due?

You must return this form by

### ➤ How to complete this form

- Complete the boxes (G2, G3, G10 & G11) that apply to your business using information from your accounts or by using the GST calculation sheet
- You must report amounts for the entire period shown at the top of this form

### GST accounting method

[illegible]

Other GST-free sales   **G3**   \$ [ ] [ ] [ ]. [ ] [ ] [ ], [ ] [ ] [ ] .00

**G10**

[illegible]

**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        /        /

Please return this completed form to

HRS

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MINS

Please 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](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)



**Australian Government**  
**Australian Taxation Office**