# Completing your activity statement

Correctly reporting business income and expenses for GST

To help you work out the amounts to show at 1A and 1B you can download the GST Calculation worksheet for BAS (NAT4203) from our website at www.ato.gov.au

If you have other sources of business income apart from taxi driving, you must include income and expenses from your other activities on your activity statement.

You must keep proper records for all your income and expenses for five years after they were prepared, obtained or the transaction was completed, whichever is later.

If you are a taxi operator or taxi plate owner, you may have more complex issues to account for (for example, if you sell or transfer a taxi plate). Ask your tax agent or accountant for advice about your individual circumstances.

## MORE INFORMATION

- visit our website at www.ato.gov.au
- phone 13 28 66
- write to us at PO Box 3524 ALBURY NSW 2640.

If you do not speak English well and need help from us, phone the Translating and Interpreting Service on 13 14 50.

If you are deaf, or have a hearing or speech impairment, phone us through the National Relay Service (NRS) on the numbers listed below:

- TTY users, phone **13 36 77** and ask for the ATO number you need
- Speak and Listen (speech-to-speech relay) users, phone 1300 555 727 and ask for the ATO number you need
- internet relay users, connect to the NRS on www.relayservice.com.au and ask for the ATO number you need.

### OUR COMMITMENT TO YOU

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations. If you feel that this publication does not fully cover your circumstances, or you are unsure how it applies to you, you can seek further assistance from us.

We regularly revise our publications to take account of any changes to the law, so make sure that you have the latest information. If you are unsure, you can check for a more recent version on our website at www.ato.gov.au or contact us.

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### **HOW DO YOU COMPLETE YOUR ACTIVITY STATEMENT?**

# G1 Include all your income from: ■ taxi takings (cash, credit cards, Cabcharge etc) ■ tips ■ any WorkCover payments you have received. G11 Include: ■ the bailment payment or shift rent that you pay the

# Office use only **Business activity** Goods and services tax (GST) ete Option 1 OR 2 OR 3 (indicate one ch Option 2: Calculate GST quarterly and report ann Option 1: Calculate GST and report quarterly Does the amount shown at G1 include GST? Yes No indicate with X) Option 3: Pay GST instalment amount quarterly er GST-free sales G3 \$ OR Write the G21 amount at 1A in the Summary section over the page Non-capital purchases G11 \$ D0 of payment Direct debit have your payment deducted from your financial institution account (not credit cards). Prione 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 stateles. Do not send cash. See below for cheque information. or prione 1300 898 089. Direct credit; you can electronically transfer funds to the ATO's direct credit bank account using online banking facilitie Use BSB 093 003, Account number 316 385 and your EFT code. Phone 1800 815 886 for assistance if required.

### **GST** options

Once a year you can choose how you will report your GST by placing a cross in one of the three boxes on your activity statement. If you choose Option 3, we will send you an Information Report to complete. Option 2 is not available for taxi drivers.

### How to pay

You can make payments towards your liability using your activity statement payment card:

- at any post office
- via BPAY® through your bank or financial institution.
- ® Registered to BPAY Pty Ltd ABN 69 079 137 518

### **PAYG** options

taxi operator

you purchase

■ fuel, oil and car washes

uniforms (where they are

normally tax deductible)

payments without GST in the price (such as bank)

fees and licence fees).

■ insurance payments

■ business telephone

expenses

accounting fees

You can choose how to work out your PAYG instalment by placing a cross in one of these two boxes.

### **T1**

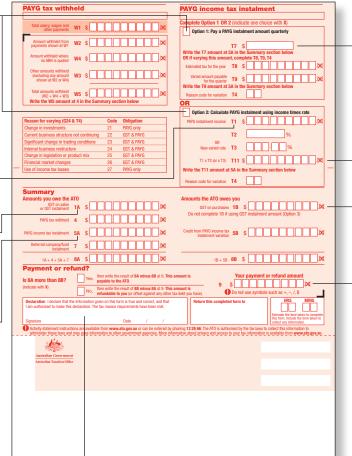
If you choose Option 2, include all your business income from G1 (less any GST) and any income you earn from shares or investments for the period covered by the activity statement.

### 1Δ

This is the amount of GST in all your business income. This will normally be one eleventh of the figure at G1.

### 51

Write your PAYG instalment amount from either T7 or T11 here.



**T7** 

If you choose Option 1, your instalment is the amount printed at T7.

### T11

If you choose Option 2, multiply your figure at T1 by the percentage rate printed at T2, and write the result at T11. This is your PAYG instalment amount.

### 1B

This is the amount of GST you paid in all your business expenses.

### 9 = 8A - 8B

This is the amount you must pay, less any payments you've made using your activity statement payment card. If the result is a negative number, this is your refund amount.

You must sign and date the form and write your payment amount, less any pre-payments you made, on the payment advice slip.

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