BUSINESS NAME:________________________ MONTH:________________

CONTACT:________________________ PHONE:________________

PAYMENTS SUMMARY

Trans Type	Day	Particulars	GST incl. Amount	NO GST Amount
		MONTHLY TOTALS		

RECEIPTS SUMMARY

Trans Type	Day	Particulars	GST incl. Amount	NO GST Amount
		MONTHLY TOTALS		

OTHER INFORMATION

Was there any new finance taken out? _____
If so, please attach documents
For example: car lease _____

Did any other new periodic payments commence? _____
If so, please attach documents
_____

Are all TAX INVOICES for amounts over $50 attached? _____
These must be sorted in order of the above list
_____

Additional notes: _____

_____

_____

TOTAL GROSS WAGES:_____ TOTAL PAYG TAX DEDUCTED:_____

Please complete my latest Business Activity Statement based on the information that I have provided.

SIGNED:_____ DATE:_____