



## **Section C: Quarterly Taxes**

Outline. Contacts. Handouts.

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## Session Guide

Each Section is three hours long, with a short break in the middle.

### Section C: QUARTERLY TAXES

Most businesses in Australia are obliged to complete a Business Activity Statement (BAS) every quarter. In this section we explore this necessary evil, and look at making the GST work for you *even if you don't have to!* Next we travel through PAYG, and discuss paying our tax before we have to so we don't end up with a big horrible bill at the end of the financial year. Last, we have a look at a BAS, and how to complete it.

#### Beginning: The Goods and Services Tax (GST)

- The GST Explained: An explanation and description of how it works - with pictures!
- GST Quarters: Examples of what happens in times of profit and in times of loss.
- Charging GST: How to Charge, and how the exclusion of Exports might relate to you.
- Working Out GST Credits: Working out what is GST and what is Cost, and why.
- Over Charging and Double Dipping: When GST gets charged twice. Naughty!
- Registration: How to do it, and a few reasons for voluntary registration.

#### Middle: Pay As You Go

- Pay As You Go: An Introduction to Income Tax, and the different types that affect us.
- Employee or Contractor: Working out the difference, and understanding why.
- PAYG Installments: Working to pay off your own tax debt.
- PAYG Withholding: Paying someone else's taxes, and other tricky times.

#### End: The Business Activity Statement

- Accounting for GST: The difference between Cash and Non-Cash Accounting.
- Attributing GST Amount to Tax Periods: How to account when clients pay late.
- Filling out your Business Activity Statement: A step-by-step example in class.

#### Your Notes

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## Helpful Websites and Resources

### **General ATO Contacts**

- Website is [www.ato.gov.au](http://www.ato.gov.au)
- Telephone **13 28 66**
- Obtain a fax of publications by phoning **13 28 60**, or
- Mailing Address is **GPO Box 9935 in your capital city.**
- If you do not speak English well and want to talk to a tax officer, phone the Translating and Interpreting Service on **13 14 50** for help with your call.

### **Goods and Services tax**

#### **Registering for GST: entry via the Australian Business Register**

[www.abr.gov.au/ABR\\_BC/](http://www.abr.gov.au/ABR_BC/)

#### **GST for Small Business (NAT 3014-07.2007)**

[www.ato.gov.au/content/downloads/N3014072007.pdf](http://www.ato.gov.au/content/downloads/N3014072007.pdf)

#### **How to Set Out Tax Invoices and Invoices (NAT 11675)**

[www.ato.gov.au/content/downloads/n11675.pdf](http://www.ato.gov.au/content/downloads/n11675.pdf)

#### **Correcting GST Mistakes (NAT 4700-07.2004)**

[www.ato.gov.au/content/downloads/nat4700072004.pdf](http://www.ato.gov.au/content/downloads/nat4700072004.pdf)

#### **GST Credits for Business (NAT 3019-07.2007)**

[www.ato.gov.au/content/downloads/N3019062007.pdf](http://www.ato.gov.au/content/downloads/N3019062007.pdf)

#### **Quarterly GST options (NAT 4149)**

[www.ato.gov.au/content/downloads/n4149062007.pdf](http://www.ato.gov.au/content/downloads/n4149062007.pdf)

### **Pay As You Go - Instalments**

How to Determine If Workers Are Employees or Independent Contractors (NAT 2780-4.2003)

[www.ato.gov.au/content/downloads/N2780-4-2003WithholdingGuideNo2.pdf](http://www.ato.gov.au/content/downloads/N2780-4-2003WithholdingGuideNo2.pdf)

#### **Introduction to Pay As You Go Income Tax Instalments (NAT 4637-11.2003).**

[www.ato.gov.au/businesses/content.asp?doc=/content/14896.htm](http://www.ato.gov.au/businesses/content.asp?doc=/content/14896.htm)

#### **PAYG Instalments, in Income Tax and Deductions for Small Business, page 43 (NAT 10710-07.2007)**

[www.ato.gov.au/content/downloads/n10710.pdf](http://www.ato.gov.au/content/downloads/n10710.pdf)

### **Pay As You Go - Withholding**

#### **PAYG Withholding for Small Business**

[www.ato.gov.au/businesses/content.asp?doc=/content/31962.htm](http://www.ato.gov.au/businesses/content.asp?doc=/content/31962.htm)

#### **PAYG and Labour Hire Firms**

[www.ato.gov.au/businesses/content.asp?doc=/content/16691.htm](http://www.ato.gov.au/businesses/content.asp?doc=/content/16691.htm)

#### **PAYG Withholding Voluntary Agreements (NAT 3063-01.2007)**

[www.ato.gov.au/content/downloads/nat3063.pdf](http://www.ato.gov.au/content/downloads/nat3063.pdf)

#### **Withholding Where ABN Not Quoted - Form, NAT 3283, July 2005**

[www.ato.gov.au/businesses/content.asp?doc=/content/18736.htm](http://www.ato.gov.au/businesses/content.asp?doc=/content/18736.htm)

#### **Statement by a Supplier – Where No ABN is Quoted**

[www.ato.gov.au/content/downloads/nat3346.pdf](http://www.ato.gov.au/content/downloads/nat3346.pdf)

### **Business Activity Statements**

#### **Sample Business Activity Statement (NAT 14167).**

[www.ato.gov.au/content/downloads/NAT14167.pdf](http://www.ato.gov.au/content/downloads/NAT14167.pdf)

#### **Cash and Non-Cash Accounting (NAT 3136-07.2007)**

[www.ato.gov.au/content/downloads/n3136062007.pdf](http://www.ato.gov.au/content/downloads/n3136062007.pdf)

#### **GST – How To Complete Your Activity Statement (NAT 7392-07.2006)**

[www.ato.gov.au/content/downloads/GSTNAT7392072006.pdf](http://www.ato.gov.au/content/downloads/GSTNAT7392072006.pdf)

#### **PAYG instalments – How to complete your activity statement (NAT 7393-02.2006)**

<http://www.ato.gov.au/content/downloads/nat7393.pdf>

#### **PAYG withholding – How to complete your activity statement (NAT 7394-02.2006)**

[www.ato.gov.au/content/downloads/nat7394.pdf](http://www.ato.gov.au/content/downloads/nat7394.pdf)

**The complete Freelance Success TAX 1 guide is only available to students.**

**If you would like to enrol, please call the office on 02 9559 1901 or call 0408 211 318.**

