

## Fact Sheet: Business Activity Statements (BAS)

### What is a BAS?

A BAS is a form issued by the Australian Tax Office (ATO) to businesses that are registered for Goods and Services Tax (GST). It reports the GST a business needs to remit to the ATO, other business tax obligations, and pay as you go instalments on a periodic basis.

### When will I need to prepare one?

If you are required to be registered for GST, then you will need to report your BAS regularly on either a monthly or quarterly basis – please see our Fact Sheet “Information for Small Businesses” about whether you need to register for GST.

### How do I prepare a BAS?

A record of business Sales, GST collected, Purchases and GST paid will be required to prepare a BAS. Please see our Fact Sheet “Record Keeping” for more information about recording this information.

### What are Sales?

Sales in a business are activities generating income. There are three types of sales you may encounter in carrying out your business and must be reported; these are:

- **Taxable sales** - sales with GST payable.
- **GST-free sales** - sales with no GST payable and *you may claim* GST credits.
- **Input-taxed sales** - sales with no GST payable and *you may not claim* GST credits.

For more information about these types of sales, please visit the ATO website:

[https://www.ato.gov.au/Business/GST/When-to-charge-GST-\(and-when-not-to\)/](https://www.ato.gov.au/Business/GST/When-to-charge-GST-(and-when-not-to)/)

### What are Purchases?

Purchases is what the business buys in order to earn income. There are three types of purchases to report in a BAS:

- **Purchases with GST** - GST credits can be claimed for the GST paid if they relate to earning Taxable sales and GST free sales.
- **Purchases without GST** or – GST credits cannot be claimed.
- **Mixed purchases** where GST is included partially: only the GST paid on purchases can be claimed.

### How do I lodge a BAS?

There are several ways to lodge a BAS.

- Online: you can lodge through myGov, Business Portal, myGovID or SBR-enabled software.
- Tax Agent or BAS Agent: your agent will manage your BAS obligations and lodge on your behalf.
- Mail: a BAS form is completed and mailed to the ATO for processing.

### When do I have to lodge and pay?

Depending on your GST turnover, lodgement dates vary.

- Quarterly lodgement is required when GST turnover is less than \$20 million. For quarterly lodgements, the 28 of October, February, April and July is the due date for lodgements and payments.
- Monthly lodgement is required when GST turnover is more than \$20 million. The 21st day of each month is the due date for lodgement and payment when monthly reporting applies.
- Annual lodgement if you have voluntarily registered for GST and GST turnover is less than \$75,000. The due date for annual lodgement and payment is 31 October.

### What if I make a mistake?

When you make a mistake in a BAS such as an incorrect amount, you can correct it in your next BAS or revise the original BAS.

If you've lodged the BAS online, you can amend the original BAS via the business portal or myGov.

If you lodged the BAS via the post, you will need to call the ATO and request a revision form.

Please see the ATO website for conditions of when you can amend a BAS or when you can correct it in your next BAS:

<https://www.ato.gov.au/General/Correct-a-mistake-or-amend-a-return/Correct-an-activity-statement/GST/>.

**For more information, contact the UNSW Tax Clinic**

**Email:** [taxclinic@unsw.edu.au](mailto:taxclinic@unsw.edu.au)

**Phone:** 02 9385 8041

The information on this Fact Sheet is general advice only, please speak to a tax advisor if you require specific advice