



PAYG payment summary statement



34470707

WHAT THIS FORM IS FOR

This form is part of the annual report that must be lodged by pay as you go withholding payers, when they choose to report on paper.

This form should only be completed for the 2008 financial year or later.

Please see over for how to complete this form.

Print clearly in BLOCK LETTERS with a black pen only. Do not use rubber stamps to show payer details.

➤ Complete and send this form to us by **14 August** with the **Tax Office originals** of the payment summaries issued. Do not use this form if you report using electronic media.

If your business is located in NSW, ACT, QLD or NT:
**Australian Taxation Office
Locked Bag 50
PENRITH NSW 2740**

If your business is located in VIC, SA, WA or TAS:
**Australian Taxation Office
Locked Bag 6007
ALBURY NSW 2640**

If this is an **AMENDED PAYG payment summary statement** please place X in this box

Statement for year ending 30 June

Payer details

Payer's ABN or withholding payer number Branch number

Payer's name

Payer's address

Street number and street name

Suburb, town or locality

State

Postcode

Contact name

Contact phone number

Payment summaries issued

Payment summary type	Total number of payment summaries issued	Total of gross payments or taxable components (whole dollars)	Total of amounts of tax withheld (whole dollars)
Individual non-business (includes salaries or wages paid to employees)	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Employment termination payment	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Superannuation lump sum	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Superannuation income stream	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Business and personal services income	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

⚠ Payment summaries you have issued for **voluntary agreements, labour hire and other specified payments, and personal services attributed income** should be included at 'Business and personal services income'.

Declaration I declare that the information given on this form is complete and correct.

Signature

Date / /

➤ Photocopy this form. You will need to keep a copy of this completed form, together with the **PAYG payer's copy** of the payment summaries issued, for your records.

! IMPORTANT INFORMATION

This form should only be completed for the 2008 financial year or later.

Under pay as you go (PAYG) withholding, payers are required to lodge an annual report by **14 August** each year. An annual report consists of a completed *PAYG payment summary statement* and the **Tax Office originals** of the completed payment summaries. Send your annual report to the appropriate address at the front of this form. You may incur a penalty if you do not lodge your annual report by the due date.

If you report your payment summary information to us electronically, you don't need to complete this form.

Photocopy this form. You will need to keep a copy of this completed form, together with the **PAYG payer's copy** of the payment summaries issued, for your records.

How to complete your *PAYG payment summary statement*

Statement for year ending 30 June

The year must be shown as a four digit figure. For example the year ending 30 June 2008 must be shown as '2008' and not '08'.

PAYER DETAILS

Payer's ABN or withholding payer number and branch number

Write your Australian business number (ABN), or withholding payer number (WPN), in the boxes provided. For payers with an ABN, the ABN should be the one that appears on the activity statement you report your PAYG withholding amounts on. If you have one ABN, but multiple branches, you should show the branch number. If you do not have a branch number, leave the boxes blank.

Payer's name

The name should be the same as the one that appears on the activity statement you report your PAYG withholding amounts on.

Payer's address

The street number and name, suburb, town or locality, state or territory and postcode must be shown separately in the fields provided.

Contact name and contact phone number

Please provide a daytime contact name and phone number so that we can contact you if any information needs to be checked.

Declaration

Sign and date the form. The *PAYG payment summary statement* is now a legal document and the law imposes penalties for giving false or misleading information.

Payment summaries issued

For each payment summary type you issued for the financial year, please provide the following details:

- the total number of payment summaries you issued
- the total of gross payments or taxable components, in whole dollars, and
- the TOTAL amounts of tax withheld, in whole dollars.

! For individual non-business payment summaries include the following at 'Total of gross payments':

- gross payments
- CDEP payments
- other income
- total allowances, and
- total lump sum payments (excluding any amounts shown at D).

! For any of the following payment summaries only include the **taxable component** of each payment type:

- Employment termination payment
- Superannuation lump sum, and
- Superannuation income stream.

! AMENDED PAYG PAYMENT SUMMARY STATEMENT

If you:

- made a mistake with any of the amounts in your completed *PAYG payment summary statement* and you have already sent it to us,
 - have amended any of the amounts on the payment summaries you have issued to payees, or
 - are sending payment summaries that you did not send before,
- please complete a new *PAYG payment summary statement*, marking the **AMENDED PAYG payment summary statement** box with an 'X'.

You should then complete the amended *PAYG payment summary statement* in full, detailing **ALL** payment summaries issued by you for the financial year, and forward it to the relevant address on the front of this form.

The amounts on the amended *PAYG payment summary statement* must be the total of ALL payment summaries issued by you for the financial year.

Please note: You are only required to lodge the copies of any amended payment summaries and any payment summaries that have not previously been sent, with your amended *PAYG payment summary statement*.

➤ MORE INFORMATION

For more information about your *PAYG payment summary statement*, you can:

- visit our website at **www.ato.gov.au**
 - phone **13 28 66** between 8.00am and 6.00pm weekdays, or
- 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.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**. If you do not have access to TTY or modem equipment, phone the Speech to Speech Relay Service on **1300 555 727**.