BAS Reporting Template

ATO Compliance | Australia

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Prepared By: [Name]	**Date:** [DD/MM/YYYY]	**Financial Year:** [FY 20XX–XX]

1. REPORTING PERIOD

BAS Period	Q1 (Jul–Sep) / Q2 (Oct–Dec) / Q3 (Jan–Mar) / Q4 (Apr–Jun) / Monthly
Period Start Date	[ ]
Period End Date	[ ]
Lodgement Due Date	[ ]
Business Name	[ ]
ABN	[ ]
BAS Reference Number	[ ]
Accounting Basis	Cash / Accrual
Prepared By	[ ]
Tax Agent Reference (if used)	[ ]

2. GST COLLECTED — SALES

GST Collected — Sales	Amount (AUD)	Notes / Adjustments
G1 — Total Sales (incl. GST)	$	
G2 — Export Sales (GST-Free)	$	
G3 — Other GST-Free Sales	$	
G4 — Input-Taxed Sales	$	
G5 — Total Non-Taxable Sales (G2 + G3 + G4)	$	
G6 — Total Taxable Sales (G1 − G5)	$	

G7 — Adjustments (if applicable)	$	
G8 — Total GST Collected on Sales (G6 ÷ 11)	$	

3. GST PAID — PURCHASES & CREDITS

GST Paid — Purchases	Amount (AUD)	Notes / Adjustments
G10 — Capital Purchases (incl. GST)	$	
G11 — Non-Capital Purchases (incl. GST)	$	
G12 — Total Purchases (G10 + G11)	$	
G13 — Purchases for Private Use or Non-Deductible	$	
G14 — GST-Free Purchases	$	
G15 — Input-Taxed Purchases	$	
G16 — Total Non-Creditable Purchases (G13+G14+G15)	$	
G17 — Total Creditable Purchases (G12 − G16)	$	
G18 — Adjustments (if applicable)	$	
G19 — Total GST Input Tax Credits (G17 ÷ 11)	$	
G20 — GST on Imports (if applicable)	$	

4. PAYG WITHHOLDING

PAYG Withholding	Amount (AUD)	Notes / Adjustments
W1 — Total Salary, Wages & Other Payments	$	
W2 — Amounts Withheld from Payments at W1	$	
W3 — Other Amounts Withheld (excl. W2 & W4)	$	
W4 — Amounts Withheld Where No ABN Quoted	$	
W5 — Total Amounts Withheld (W2 + W3 + W4)	$	

5. PAYG INSTALMENTS

PAYG Instalments	Amount (AUD)	Notes / Adjustments
T1 — PAYG Instalment Income	$	
T2 — PAYG Instalment Rate (%)	$	
T3 — PAYG Instalment Amount (T1 × T2)	$	
T4 — Reason for Variation (if applicable)	$	
T9 — Credit from PAYG Variation	$	
T11 — PAYG Instalment Payable / (Credit)	$	

6. OTHER TAXES (if applicable)

Other Taxes	Amount (AUD)	Notes / Adjustments
F1 — FBT Instalment Amount	$	
F2 — FBT Credit (Variation)	$	
F3 — FBT Payable	$	
7C — Fuel Tax Credits — Business Use	$	
7D — Fuel Tax Credits — Adjustments	$	
LCT — Luxury Car Tax Payable (if applicable)	$	
WET — Wine Equalisation Tax (if applicable)	$	

7. NET BAS AMOUNT SUMMARY

Net BAS Calculation	Amount (AUD)	Notes / Adjustments
8A — Total GST Collected (from G8)	$	
8B — Total GST Input Tax Credits (from G19)	$	
8C — Net GST Payable / (Refund) (8A − 8B)	$	

Add: PAYG Withholding (from W5)	$
Add: PAYG Instalments (from T11)	$
Add: FBT Instalment (from F3)	$
Less: Fuel Tax Credits (from 7C–7D)	$
9 — TOTAL NET AMOUNT PAYABLE / (REFUND)	$

8. PAYMENT & LODGEMENT DETAILS

Payment Method	Direct Debit / BPAY / Bank Transfer / Other
Payment Reference Number	*[ ]*
Date Payment Made	*[ ]*
Lodgement Method	Online (ATO Portal) / Tax Agent / Paper
Date Lodged	*[ ]*
Confirmation / Receipt No.	*[ ]*
Refund Expected	Yes / No
Refund Amount (if any)	$
Refund Received Date	*[ ]*
Notes / Comments	*[ ]*

9. SIGN-OFF

Role	Name	Signature	Date
Business Owner / Director		________________________ _	
Finance / Accounts Manager		________________________ _	
Tax Agent (if applicable)		________________________ _	