

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