



HOW TO COMPLETE A STATEMENT BY SUPPLIER FORM

STEP 1

Head to the ATO website and open/download the Statement by Supplier form <https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/Statement%20by%20a%20supplier.pdf>

STEP 2

Enter your personal details in **Section A: Supplier details**

Section A: Supplier details

Your name

J O H N S M I T H

Your address

1 2 3 M A I N R O A D

Suburb/town State/territory Postcode

M E L B O U R N E V I C 3 0 0 0

STEP 3

Select the relevant box by placing a X in “made in the course or furtherance of an activity done as a private recreational pursuit or hobby”

Reason/s for not quoting an ABN Place X in the appropriate boxes.

The payer is not making the payment in the course of carrying on an enterprise in Australia.

The supplier is an individual aged under 18 years and the payment does not exceed \$350 a week.

The payment does not exceed \$75, excluding any goods and services tax (GST).

The supply that the payment relates to is wholly input taxed.

The supply is made by an individual or partnership without a reasonable expectation of profit or gain.

The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.

The whole of the payment is exempt income for the supplier.

The supplier is an individual and has given the payer a written statement to the effect that the supply is either:

made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or

wholly of a private or domestic nature (from the supplier's perspective).

STEP 4

Enter your name again in **Section B: Declaration**

Section B: Declaration

For information about your privacy, visit our website at ato.gov.au/privacy

Under pay as you go (PAYG) legislation and guidelines administered by us, the named supplier is not quoting an ABN for the current and future supply of goods or services for the reason or reasons indicated.

Name of supplier (or authorised person)

J O H N S M I T H

Signature of supplier (or authorised person)

Daytime phone number

0 4 1 2 3 4 5 6 4 7

Date

Day Month Year

0 1 / 0 1 / 2 0 2 0

Sign Here

STEP 5

Sign in the box **Signature of supplier (or authorised person)**