



Strata title bodies corporate 2001

Instructions and return

Strata title bodies corporate are treated as public companies under the tax law and are required to lodge a tax return for any year in which income is earned. For a full explanation of the tax treatment of Strata title bodies corporate refer to *Taxation Ruling IT 2505*, *Taxation Determinations TD 93/7*, *TD 93/73* and *TD 96/22*.

If the strata title body corporate has:

- net capital gains
 - losses brought forward from earlier income years claimed as a deduction
 - overseas transactions or interests and/or
 - needs to make an interposed entity election
- use the *Company tax return 2001*. You cannot complete your tax return using the *Strata title body corporate tax return 2001*.

Completing the tax return

Page 1

If a payment is due now or at a later date or if a refund is due print **Y** for yes or **N** for no in the payment and refund boxes.

Print the tax file number (TFN), the name of the entity and the Australian Business Number (ABN) of the entity in the boxes provided.

Follow the instructions on the *Strata title body corporate tax return 2001* for the following items:

- Current postal address
- Postal address on previous tax return

Location of Strata title body corporate

Show the street address of the body corporate.

Final tax return

If it is considered that there will be no requirements for the strata title body corporate to lodge tax returns in future years, write **Final** in the block provided on page 1 of the *Strata title body corporate tax return 2001*.

Calculation of total profit or loss

Complete the following labels where applicable:

Gross interest—show at label **F** the amount of interest received or credited during the income year.

Gross rent and other leasing and hiring income—show at label **G** the total of these types of income received.

Other gross income—show at label **R** other non-mutual income—for example, inspection fees.

Total income—show at label **S** the total of amounts shown at labels **F**, **G** and **R**.

Expenses in earning income—show at label **S** any expenses incurred by the strata title body corporate in deriving its assessable income. Some expenses, such as bank charges, depreciation of personal property and fees for the preparation of tax returns are deductible in the same proportion as interest bears to total receipts.

Total expenses—show at label **Q** the amount shown at label **S**—**Expenses in earning income**.

Operating profit or loss—show at label **R** the amount at label **S**—**Total income** minus the amount at label **Q**—**Total expenses**. This is the net amount of non-mutual income received by the strata title body corporate during the income year.

Total profit or loss—show at label **T** the amount shown at label **R**—**Operating profit or loss**.

Reconciliation to taxable income

Taxable income or loss—show at label **T** the amount shown at Item 5, **Total profit or loss**—label **T**. This amount is also shown at label **A**—**Taxable or net income** in the Calculation statement.

Calculation statement

Taxable or net income—show at label **A** the amount shown at label **T**—**Taxable income or loss** at Item 6.

Gross tax—show at label **B** the amount of tax payable before the allowance of any credits. The company tax rate is 34%.

Tax payable—show at this label the amount shown at label **B**—**Gross tax**.

Instalments paid—show at label **T** any instalments that have been paid for the current year tax liability.

Tax withheld from interest/investments—show at label **Y** any amounts deducted from investments where a TFN has not been provided to the financial institution.

Total of labels T and Y—show at label **R** the total of amounts shown at label **T** and label **Y**.

Total amount of tax payable or refundable—show at label **S** the amount of tax that is payable or refundable. Payments must reach the ATO by the due date.

Send your payment to the address on the pre-identified payment advice. If you have not received one see Payment options on page 3 for payment addresses. Do NOT send your payment with your tax return. Lodgment addresses are shown on page 2.

Public officer

The public officer is responsible for doing all things required by the company under section 252 of the *Income Tax Assessment Act 1936* or the Regulations. In case of default they are liable to the same penalties. For example, the public officer is responsible for lodging the company tax return. If the tax return is lodged late the public officer may be liable for a late lodgment penalty.

Hours taken to prepare and complete this return

The ATO is committed to reducing taxpayers' costs involved in complying with their taxation obligations. By completing label **J** you will help us to monitor these costs as closely as possible. Your response is voluntary. When completing this item consider the time, rounded to the nearest hour, that the strata title body corporate spent in:

- reading the instructions
- collecting the necessary information to complete this return
- making any necessary calculations
- actually completing this return and/or putting the tax affairs of the strata title body corporate in order so the information can be handed to their tax agent.

Note: Your answer should relate only to the time the strata title body corporate spent preparing and completing the tax return, including the time of any unpaid helpers.

Tax agent note: If you are preparing this tax return on behalf of your client, consult with them to obtain a reliable estimate.

ATO locations and where to lodge your tax return

Below are the ATO office street addresses, and mailing addresses for lodgment of your *Strata title body corporate tax return 2001* and any other correspondence.

Do NOT mail payments to these addresses—see page 3.

If you have an enquiry, we can usually assist you faster by telephone. The inside back cover lists our telephone helpline services.

New South Wales

Albury

567 Smollett Street
Albury
PO Box 9990 Albury 2640

Bankstown

ATOaccess
2 Meredith Street
Bankstown
PO Box 9990 Hurstville 2220

Chatswood

ATOaccess
Shop 43 Lemon Grove
Shopping Centre
441 Victoria Avenue
Chatswood
PO Box 9990 Hurstville 2220

Hurstville

ATOaccess
1st Floor MacMahon Plaza
14–16 Woodville Street
Hurstville
PO Box 9990 Hurstville 2220

Newcastle

266 King Street
Newcastle
PO Box 9990 Newcastle 2300

Parramatta

ATOaccess
Ground floor
Commonwealth Offices
2–12 Macquarie Street
Parramatta
PO Box 9990 Newcastle 2300

Penrith

121–125 Henry Street
Penrith
PO Box 9990 Penrith 2740

Sydney

100 Market Street
Sydney
PO Box 9990 Hurstville 2220

Wollongong

93–99 Burelli Street
Wollongong
PO Box 9990 Penrith 2740

Queensland

Brisbane

ATOaccess
280 Adelaide Street
Brisbane
PO Box 9990 Chermside 4032

Chermside

ATOaccess
766 Gympie Road
Chermside
PO Box 9990 Chermside 4032

Townsville

ATOaccess
Stanley Place
235 Stanley Street
Townsville
PO Box 9990 Townsville 4810

Upper Mt Gravatt

2221–2233 Logan Road
Upper Mt Gravatt
PO Box 9990 Chermside 4032

Australian Capital Territory

Canberra

ATOaccess
Ground floor Ethos House
28–36 Ainslie Avenue
Canberra
PO Box 9990 Penrith 2740

Tasmania

Hobart

200 Collins Street
Hobart
GPO Box 9990 Hobart 7001

Western Australia

Northbridge

45 Francis Street
Northbridge
GPO Box 9990 Perth 6848

Cannington

48-54 Grose Avenue
Cannington
GPO Box 9990 Perth 6848

Victoria

Box Hill

990 Whitehorse Road
Box Hill
PO Box 9990 Box Hill 3128

Casselden Place

2 Lonsdale Street
Melbourne
PO Box 9990 Dandenong 3175

Cheltenham

ATOaccess
4A, 4–10 Jamieson Street
Cheltenham
PO Box 9990 Albury 2640

Dandenong

14 Mason Street
Dandenong
PO Box 9990 Dandenong 3175

Geelong

92–100 Brougham Street
Geelong
PO Box 9990 Albury 2640

Moonee Ponds

6 Gladstone Street
Moonee Ponds
PO Box 9990 Dandenong 3175

Northern Territory

Alice Springs

ATOaccess
Jock Nelson Centre
16 Hartley Street
Alice Springs
GPO Box 800 Adelaide 5001

Darwin

ATOaccess
Cnr Mitchell & Briggs Streets
Darwin
GPO Box 800 Adelaide 5001

South Australia

Adelaide

91 Waymouth Street
Adelaide
GPO Box 800 Adelaide 5001

Payment options

To make a payment electronically your electronic funds transfer (EFT) code is found immediately above the bar code on your payment advice. For more information or to request an EFT code phone **1800 815 886**. When companies make a payment using a pre-identified payment advice, this must be attached to the payment.

You can make payments by one of 5 methods.

- **Direct credit**, by arranging to have your payment credited to the ATO electronically, via a desktop banking package. Use the following information to transmit a payment to the ATO's bank account:

Bank	Reserve Bank of Australia
BSB No	093 003
Account No	316 385
Account Name	ATO EFT Deposits Trust Account

Record your EFT Code in the Direct Entry System (DES) Lodgment Reference Field.

- **Direct debit**, by authorising the ATO to debit your nominated financial institution account (savings or cheque accounts only) for your payment.
This method can only be used through a tax agent or accountant authorised to use the Electronic Lodgment Service (ELS). The completed Direct Debit Request (DDR) must be received by the ATO at least 5 working days before the first direct debit is due. Once the ATO processes your DDR, payment details or recurring tax liabilities must be provided to the ATO by your agent or accountant no later than 3 working days before the due date.
- **BPAY**, using the phone or Internet. Contact your financial institution and follow the prompts. Your nominated account must be a cheque or savings account. Enter the ATO's biller code (**75556**) and your customer reference number (your EFT code). A receipt number is issued which is your record of payment.
- By **mailing** your payment to the address printed on your pre-identified payment advice. Where a pre-identified payment advice is not available, payments can be mailed to either of the addresses below. Include your full name, address, telephone number, type of payment and ABN or TFN.

New South Wales, Australian Capital Territory and Queensland clients mail payments to:

ATO
Locked Bag 1793
Penrith NSW 1793

All other clients mail payments to:

ATO
Locked Bag 1936
Albury NSW 1936

Cheques and money orders are made payable to the Deputy Commissioner of Taxation with **Not negotiable** printed across the cheque. Tender all cheques in Australian currency. Do not send cash by mail. Do not use pins, staples, paper clips or adhesive tape.

- In person at any **Australia Post** agency, by cash, money order or cheque. A \$3000 cash limit applies. You must present your pre-identified payment advice when making a payment. A receipt is issued. Australia Post do not accept a photocopy of a pre-identified payment advice.

For more information on any payment method:

Phone: 1800 815 866

Email: acmshelpdesk@ato.gov.au

Internet: www.ato.gov.au

Your Helplines for further information

Publications, taxation rulings, forms and enquiries are available through the following services:

Tax agents please use the following numbers:

ATOPOS web address www.iOrder.com.au/ato

Publications distribution service by fax—1300 361 462

If you have a query on your order status, phone **1300 362 883**

Non tax agents please use the following numbers:

Publications distribution service—1300 720 092

From July until the end of October, this service operates from 8 a.m. to at least 10 p.m. on weekdays and from 10 a.m. to 5 p.m. on weekends—AEST.

Before you phone, check to see if there are other publications you may need—this will save you time and help us.

This distribution service is not run by ATO staff. Your tax questions cannot be answered on this number.

Internet site—ATOassist

The Internet site at www.ato.gov.au gives access to ATO publications and general information on tax matters, 24 hours a day, every day.

a FAX from TAX—13 2860

If you have access to a fax machine, tax information is available 24 hours a day, every day.

When you phone, follow the instructions to obtain a list of available documents.

Business tax reform infoline—13 2478

This service operates from 8 a.m. to 6 p.m. Mon–Fri.

The Internet site at www.taxreform.ato.gov.au gives access to business tax reform information 24 hours a day, every day.

Superannuation enquiries—13 1020

For assistance with all your superannuation enquiries.

General business including payment and lodgment—13 2866

Notify the ATO of the amount of tax instalments deducted from employees every quarter to avoid a penalty for failure to notify, even if you cannot pay the full amount by the due date.

Phone this number also for information on the general interest charge.

If you are unsure whether you need to lodge a return or you want to know where or when to lodge a return.

If you need information on the ABN, how to apply for one or assistance in completing an application.

Debt collection—13 1142

If you cannot pay your tax debt contact the ATO on this number to avoid action being taken to recover the debt.

General enquiries—13 2861

This helpline is for tax questions on topics other than those already described.

Translating and interpreting service—13 1450

If you do not speak English and need help on tax matters, this service sets up a 3-way conversation between you, an interpreter and a tax officer.

Hearing or speech impairment—13 2544

If you have access to appropriate TTY or modem equipment, contact the Australian Communication Exchange National Relay Service on **1300 130 478**. You will need to quote one of the helplines listed on this page. The relay service will then connect you with a tax officer.

Gross interest F [][] [][] [][] .00

Gross rent and other leasing and hiring income	G	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	. <input type="text"/> <input type="text"/>
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[illegible]

Total income \$.00 F

Expenses in earning income \$.00

Total expenses Q .00 /

Operating profit or loss—subtract Total expenses **Q** from Total income **S**

[illegible]

GN

Taxable income or loss T [][][][][][][][][] .00 / F

7 T N F

9 **N** **N** F

16 X N

17 Y N

18 **Z** **N** F

Taxable income A [] [] [] [] [] [] [] [] [] .00

Gross tax B .

[illegible]

Tax payable

[illegible]

Less: Total of labels T and Y **R**

Total amount of tax payable (+) or refundable (-) S [] [] [] [] [] [] [] [] . [] [] F

Hours taken to prepare and complete this tax return

J | | |

F

I declare that the information in this tax return is true and correct.

Public officer's
signature

Date Day Month Year

Public officer's name

Daytime contact
telephone number

Area code

Number

F

F