



THE ADMINISTRATION OF NORFOLK ISLAND

Goods and Services Tax Information Sheet - GSTI 2009 / 01

GST REMITTANCE NEW RATE, NEW FORMS AND NEW LODGEMENT DATE

GST RATE

The GST rate will be **12% as at 1 July 2009**. All goods and services (unless GST free as per the Regulations) are subject to this 12% as at 1 July 2009. When calculating the component of GST included in a price you multiply the total figure by 10.72% (instead of 8.26%).

GST REMITTANCE FORMS

The GST Remittance Form has been revised and you must use these new forms for lodgement of your GST as from and including for the month of July 2009. Forms are available from the GST website – www.gst.gov.nf and from the GST Office. The GST Remittance Form now consists of 2 pages, and if you have claimed Input Tax Credits the second page must be completed. Please ensure that you read the form carefully before completing it. The person who completed the form must sign the form. The changes to the form are:

Section B – Revenue Details. This now has a sub-total at B6 after the Input Tax Credits to enable simplification of calculating Allowable Deductions at B7 for those commercial activities claiming duty drawback. It is only the Customs Duty Drawback figure that can be entered at B7.

Section B – B9. You are required to tick your **accounting methodology** i.e. whether you use the cash basis or the accrual basis. You use the **cash basis of accounting** if your revenue and expenditure are recorded in the period they are actually received or expended. If you receive only part payment for a sale in the taxable period you only account for the GST that relates to that part of the sale in the taxable period. If you pay only part of a creditable acquisition in the taxable period and have a tax invoice, you claim only the GST Input Tax Credit for that part of the payment of the cost in the taxable period. **The accrual basis of accounting** is wherein revenue and expenses are recorded in the period in which they are earned or incurred regardless of whether payment is received or disbursed in that period. You cannot mix the two types of accounting i.e. both your revenue and input tax credits are calculated using the accrual basis, or both your revenue and input tax credits are calculated using the cash basis.

INPUT TAX CREDITS

If you are claiming Input Tax Credits you are now required to lodge the GST Remittance Form that includes a **detailed list of Input Tax Credits**, or the print out from MYOB (or similar computer accounting programme). The printout must be signed and dated by the NBN holder. The form or printout must include the supplier's NBN and / or name, the invoice amount, the GST amount claimed as an Input Tax Credit, and a brief description of the goods or services purchased. If the list of Input Tax Credits is not completed your Remittance Form will be sent back to you for completion.

It is an offence to make a false declaration of Input Tax Credits, and offenders will be prosecuted.

LODGEMENT DATE OF GST REMITTANCE FORMS

All completed GST Remittance Forms along with Input Tax Credit Forms and payment must be received by the **28th day** (or where that day is a Saturday, Sunday or public holiday, the next working day) of each month for the preceding month i.e. forms and payment for June 2009 must be received no later than the 28th July 2009. You can lodge forms and payments prior to the 28th for the preceding month.

Under Section 10 of the Goods and Services Tax Act 2007 a person who fails to lodge a monthly return and payment in accordance with subsection 2 commits an offence and a penalty will be issued.

A monthly form must be lodged even if revenue is nil and / or no GST is to be paid.