ACT Government | ACT Revenue Office
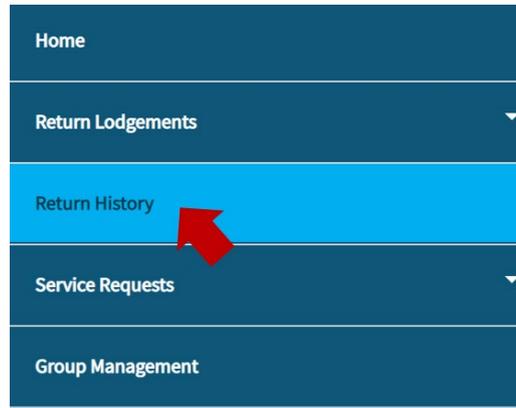**ABN: 45 096 207 205**

Amend a Return

*Use this process to change a previously submitted monthly return **within** this financial year, or to amend an annual return up until 26 October.*

Please note: If your annual return requires amendment after 26 October, please contact the ACT Revenue Office by completing the 'contact us' web form on our website

Log into the Self Service Portal, then navigate to **Return History** in the main menu.

The Return History screen will display a list of previously submitted returns. Click on **Amend** for the required return.

Monthly Return History
Periods prior to July 2016 will only appear if they have a non-zero balance.

RETURN PERIOD	PAYMENT DUE DATE	TAX PAYABLE	INTEREST	PENALTY	PAID AMOUNT	OTHER CREDITS ❓	BALANCE	PAYMENT ❓	SUBMIT ❓
Jul 2021	09 Aug 2021	$8,541.27	$387.31	$0.00	$0.00	$0.00	$8,928.58	DETAILS	AMEND

In the Amend Lodgement form, the Taxpayer Details will be in greyed out fields and cannot be changed. Click on the **Next** button.

Taxpayer Details
Crash Bandicoot Pty Ltd (ABN:65235895142) Monthly Return

Choose a Taxpayer	Crash Bandicoot Pty Ltd (65235895142)
Organisation Name	Crash Bandicoot Pty Ltd
Australian Business Number (ABN)	65235895142
Client Reference Number (CRN)	456439

Return Type

◉ Monthly Return   ◉ Annual Reconciliation

Jul 2021

NEXT

On the following screen, amend the required figures. Then click **Next.**

ACT Wages Paid or Payable

Record your ACT taxable wages in accordance with your employer status for this period. Enter $0 for any wage category that does not apply to your organisation.

Salaries and Wages *	$ 123,456	Value of Benefits *	$ 0
Bonuses *	$ 0	Share/Options Value *	$ 0
Commissions *	$ 0	Service Contracts *	$ 0
Allowances *	$ 0	Superannuation *	$ 1,234
Directors' Fees *	$ 0	Other Taxable Payments *	$ 0
Eligible Termination Payments *	$ 0		

ACT Taxable Wages *	$ 124,690.00	Exempt Wages (ACT wages not included on this return) *	$ 0

The Lodgement Summary page will display. Review and confirm that all details are correct. Then click **Submit**.

Declaration

First Name	Georgie
Last Name	Clark
Organisation	Crash Bandicoot Pty Ltd
Position	White Water Rafting Guide
Contact Phone	04 2222 2222
Email Address	

☑ I declare that this information is true and correct to the best of my knowledge.

Privacy Notice

The Commissioner and staff at the ACT Revenue Office are dedicated to protecting your personal information and informing you of how we collect, hold, use and disclose it. The information we collect helps us determine whether you have a tax liability, or an entitlement for a grant, exemption or concession; or to ensure the efficient lodgement and refunding of rental bonds. It may be disclosed to third parties with your consent, or as permitted by law. Our privacy policy is available on our website. It explains how we manage information, how you can access and correct your personal information and our process for handling complaints.

BACK   SUBMIT

To view a copy of the amended return, click on Activity History in the Main Menu.

| Group Management |
| Tax Registration Update ▾ |
| Manage Tax Agent |
| **Activity History** |
| User Profile |

Click on the PDF icon to view the lodgement form and payment details.

ACTIVITY DATE	ACTIVITY TYPE	ABN	ORGANISATION NAME	DESCRIPTION	
03 Mar 2022	Lodgement & Amendment	65235895142	Crash Bandicoot Pty Ltd	Your Payroll Tax Lodgement has been successfully submitted, Transaction Reference Number: 304808617724	Download PDF