



## Section C: Employee details

❗ If there are not enough pages to report all your employees, photocopy and complete the blank employee details pages and attach them to your completed statement.

EMPLOYEE

10 TFN

### 11 Name

Title: Mr  Mrs  Miss  Ms  Other

Family name

First given name

Other given name

12 Date of birth /Day /Month /Year

### 13 Postal address

Suburb/town/locality

State/territory

Postcode

Country if outside Australia

### 14 Nominated fund details

Name of superannuation provider

ABN

Superannuation product identification number

Account number

### 15 Superannuation guarantee shortfall (excluding choice)

H \$ ,.

### 16 Did you meet your superannuation choice obligations for this employee?

No  Yes  Write '0' at question 17 and go to question 18.

### 17 Superannuation choice liability

❗ Do not show more than \$500 as the choice liability for each employee is capped at \$500 per notice period. We may reduce this liability in some circumstances.

I \$ .

### 18 Employee's subtotal (H + I)

J \$ ,.

### 19 Do you want to claim a late payment offset for this employee?

❗ To claim a late payment offset, you must have paid contributions to your employee's fund after the cut-off date.

No  If you have reported all your employees, go to section D. Yes

### 20 Late payment offset election amount

❗ This amount cannot be greater than the subtotal (label J) plus nominal interest (label K from the *Nominal interest calculation worksheet* [NAT 72393]) for this employee.

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## Section D: Totals

21	Number of employees reported for the quarter													
22	Total superannuation guarantee shortfalls (excluding choice) for the quarter	<b>H</b> <sub>TOTAL</sub>	\$				,					.		
23	Total choice liabilities for the quarter	<b>I</b> <sub>TOTAL</sub>	\$				,					.		
24	Subtotal for the quarter ( <b>H</b> <sub>TOTAL</sub> + <b>I</b> <sub>TOTAL</sub> )	<b>J</b> <sub>TOTAL</sub>	\$				,					.		
25	Nominal interest component (Refer to label <b>K</b> in the <i>Nominal interest calculation worksheet</i> [NAT 72393])	<b>K</b> <sub>TOTAL</sub>	\$				,					.		
26	Administration component (\$20.00 for each employee recorded in this statement)	<b>L</b>	\$				,					.		
27	Superannuation guarantee charge for the quarter ( <b>J</b> <sub>TOTAL</sub> + <b>K</b> <sub>TOTAL</sub> + <b>L</b> )	<b>M</b>	\$				,					.		
28	Number of employees that you have indicated, at question 19, you want to claim a late payment offset for													
29	Total late payment offset election amount	<b>N</b> <sub>TOTAL</sub>	\$				,					.		
30	Total superannuation guarantee charge payable ( <b>M</b> - <b>N</b> <sub>TOTAL</sub> )	<b>T</b>	\$				,					.		

# Section E: Declaration

Complete and sign the following statement that applies to you.

## EMPLOYER DECLARATION

I declare that the information given in this statement is true and correct.

Name (Print in BLOCK LETTERS)

Signature

Date  
Day / Month / Year  
□□ / □□ / □□□□

## AGENT DECLARATION

I declare that I am authorised to complete and lodge this statement on behalf of the entity whose TFN and/or ABN appears on this document; for this purpose, the entity has provided me with a declaration assuring that the information provided and used to complete this statement is true and correct.

Name (Print in BLOCK LETTERS)

Tax agent registration number

Daytime phone number

Facsimile number

Signature

Date  
Day / Month / Year  
□□ / □□ / □□□□

❗ If the declaration is not signed we consider the *Superannuation guarantee charge statement – quarterly* to be incomplete and may return it to you. Nominal interest will continue to accrue until you lodge a completed and signed statement.

❗ Cheques should be made payable to the 'Deputy Commissioner of Taxation' and crossed 'Not Negotiable'. Do not send cash.

➡ Send the completed statement and payment to:  
**Australian Taxation Office**  
PO Box 3578  
ALBURY NSW 2640

❗ Don't use pins, staples, paper clips or adhesive tape.

❗ Penalties may apply if you don't keep adequate records. Records must be kept for five years after the statement is lodged.

## Privacy

The ATO is a government agency bound by the *Privacy Act 1988* in terms of handling personal information and tax file numbers (TFN). We are authorised by the *Taxation Administration Act 1953* to ask for the information requested on this form including your employee's TFN. We require this information to help us administer taxation and superannuation laws. We may give this information to other government agencies.

For further information about you and your employee's privacy go to [ato.gov.au/privacy](http://ato.gov.au/privacy)

**Sensitive** (when completed)

**Australian  
Taxation  
Office**

## Payment slip – 13

You must complete this payment slip if you are attaching a cheque. Enclose your cheque with this statement, please do not staple or pin the cheque to the statement.

## Superannuation guarantee quarterly statement

For the quarter ended  
Day / Month / Year  
□□ / □□ / □□□□

Australian business number (ABN)  
□□ □□□ □□□ □□□□

Full legal name of employer

Amount \$

□□□□ □□□□ □□□□  
Tax file number

Office use only

**13**  
HOR

