



Office use only

Document lodgement form

About this form

You must complete this form when lodging documents with the Office of State Revenue for assessment and stamping endorsement under the *Duties Act 2001*. If you are lodging multiple documents for differing parties and/ or primary transaction types, a separate lodgement form must be completed for each document set.

Part A - Lodging party details

1. Client number If known 2. Your reference

(Complete this section if you do not have a Client number or your details have changed since registration/last lodgement)

3. Given name(s)
(i.e. John David, no initials)

 Surname
(inc. Title)

 Date of birth
or

 Organisation name
(eg Company name, Trustee & Trust name)

 ABN/ ACN

 Trading name

Part B - Correspondence address

(Complete this section if you do not have a Client number or your details have changed since registration/last lodgement)

4. C/o

 Unit/Flat/Building

 Street no./Street/PO Box

 Suburb/Town

 Country

 State Postcode

 Telephone

 Email address

Part C – Transaction Type

4. Select the primary transaction

- Residential land transfer (eg vacant land, residential properties)
- Non- residential land/ other property transfer (eg commercial land, business and chattels, new/ existing rights)
- Motor vehicle transfer (eg exemption claim, where there is a previously stamped business contract)
- Relevant acquisition in unlisted corporation (eg land rich, corporate trustee)
- Non-dutiable transaction (eg franchise agreements)
- Extinct tax or Stamp Act transaction (eg lease duty, mortgage duty)
- Insurance duty (eg refund for exempt institution)

Part D – Office use only

Payment received \$

Guide to completing a Document lodgement form

Am I required to complete a Document lodgement form?

You are required to complete and lodge this form each time you lodge documents with the Office of State Revenue (OSR) for assessment and endorsement under the *Duties Act 2001*.

How to complete a Document lodgement form

This form has 3 parts (labelled A, B and C) and smaller questions within each part numbered individually. When completing this form, please print or type all responses in the boxed spaces and tick appropriate boxes.

Part A – Lodging party details

1. Enter your Client number if you already have one, if not, leave this blank.
2. Enter your file reference for this lodgement if applicable.
3. Enter your full name and date of birth or full name of your organisation and ABN/ACN if you do not have a Client number. If you have a Client number already and your details have not changed you do not need to complete this part.

Part B – Correspondence address

4. Enter your contact details. If your contact details have not changed since your last lodgement you do not need to complete this part.

Part C – Transaction type

5. You must select the transaction type for your specific lodgement. Examples are given after each one to assist you in making your selection. Only one box must be selected on the document lodgement form.

The Office of State Revenue is collecting the information on this form to determine your liability (if any) under the *Duties Act 2001* for the transactions you have described on this form. Collection of this information is authorised by the *Duties Act 2001* and the *Taxation Administration Act 2001*. Your personal details will not be disclosed to any other third party without your consent unless required to do so by law. For further information see our website at www.osr.qld.gov.au

Note: Neither the Office of State Revenue or the Commissioner of State Revenue accept responsibility for loss, destruction or damage to documents lodged with them howsoever caused. Persons lodging such documents are advised to retain copies of them in case of such an event.

Note: All cheques or other negotiable instruments should be made payable to the Office of State Revenue crossed and marked “Not Negotiable”. Any electronic payments must include the transaction number, details of which will be issued on the assessment notice pertaining to this lodgment.

Queensland Office of State Revenue locations:

Brisbane
Upper Plaza
33 Charlotte Street
(GPO Box 2593)
Brisbane 4001
Client Contact Centre
Ph: 1300 300 734

Rockhampton
Ground floor
209 Bolsover Street
(PO Box 1276)
Rockhampton 4700
Ph: 1300 300 734

Townsville
Level 1
187-209 Stanley Street
(PO Box 988)
Townsville 4810
Ph: 1300 300 734

Cairns
Level 9
15 Lake Street
(PO Box 2378)
Cairns 4870
Ph: 1300 300 734

Visit our website at www.osr.qld.gov.au to obtain public rulings, information and approved forms relating to this and other State taxation subjects.