



## Application for a payment arrangement – company/trustee

### About this form

Complete this form to apply to the Commissioner of State Revenue to extend the time for paying an amount under a tax law or to pay the amount by way of instalments.

If we identify further liabilities in the company/trustee name, we will assume that your application also applies to those liabilities.

Before you begin, you should read the ‘Guide for companies/trustees applying for a payment arrangement’ to make sure that you understand the terms and conditions that apply to payment arrangements.

### Part A – Your details

1. Company name and ACN or trustee name

2. What is the current registered office/ mailing address of the company/trustee?

3. Your client number? (From previous correspondence)

4. What is your daytime contact telephone number?

5. Mobile phone number?

6. Name of authorised person

7. What is your position with the company/trustee, i.e. Director, Secretary etc?

### Part B – Your application

8. The company/trustee applies for, and if approved by the Commissioner agrees to:

Pay the amount by

Extension must be less than 1 month. Go to Part D.

Monthly payments of \$

Periods in excess of 6 months will only be approved in exceptional circumstances. Go to question 9.

## Part C – Financial assessment

9. Is the company/trustee trading?  No If no, go to question 11  Yes If yes, go to question 10
10. Attach a statement detailing the projected cash flow of the company/trust/business for the next 6 months.
11. Attach copies of balance sheets and profit and loss accounts for the previous 3 years, certified as true and correct copies by a current board member of the company/trustee. If the trustee is an individual, the trustee must certify the balance sheets and accounts themselves.
12. Provide an estimate of the value of all assets and liabilities of the company/trust as at the current date.
- Assets \$  Liabilities \$
13. If the company is the trustee of any trust, attach a statement of the assets and liabilities of the trust certified by a current board member of the company.
14. Attach details of any exceptional circumstances you would like to be considered in this application (if applicable).
15. What is the maximum monthly instalment which could be paid? \$

## Part D – Verification

I verify that the information provided is true and correct to the best of my knowledge. I have read the 'Guide for companies/trustees applying for a payment arrangement'. I agree to be bound by the terms and conditions of payment arrangements, as set out in the Guide and will retain them for future reference.

I acknowledge that failure to pay as required under an instalment payment plan may result in further enforcement action and costs against the company/trustee.

Signature of authorised person (as listed at question 6)

Date

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*. The information can only be disclosed by the Office of State Revenue to another party in the circumstances outlined in the *Taxation Administration Act 2001* and the *Freedom of Information Act 1992*. For further information see our website at [www.osr.qld.gov.au](http://www.osr.qld.gov.au)

Queensland Office of State Revenue locations:

Brisbane  
Upper Plaza  
33 Charlotte Street  
(GPO Box 955)  
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](http://www.osr.qld.gov.au) to obtain revenue rulings, practice directions, information sheets and approved forms relating to this and other State taxation subjects.

## Guide for companies/trustees applying for a payment arrangement

**Do not return this Guide with the completed form. Retain the Guide for future reference.**

### Am I eligible for a payment arrangement?

The Office of State Revenue is under no obligation to accept any proposal for a payment arrangement, including a proposal to pay any amount by instalments. We will consider each proposal on its merits and only grant the request where the customer has demonstrated the ability to service the proposed payment arrangement. We must also be satisfied that payment in full at the required time would have caused the company or trustee significant financial hardship.

### What are my obligations?

If your application for a payment arrangement is granted, you must comply with the following terms and conditions for payment arrangements.

### Terms and Conditions

The following general terms and conditions are mandatory for all payment arrangements:

- All instalments must be paid on time.
- Unpaid tax interest will continue to accrue on the unpaid amount until the debt is repaid in full.
- All future liabilities must be paid on time and all other tax obligations must be met.
- All instalment payments are made by direct debit from your bank account. You are required to maintain sufficient funds in your account to guarantee payment of each instalment on the due date.
- If the payment due date has elapsed, a payment equivalent of at least 20% of the debt must accompany this application. However, if exceptional circumstances exist, the Commissioner may forego this requirement. The “payment due date” is the original due date for payment of the liability.
- Any payment arrangement form received that is incomplete, or the relevant documents not supplied will be rejected and recovery action of the outstanding amount will continue.
- You must notify the office of any significant change in business/financial affairs (either good or bad) which has an effect on your ability to pay. If your position changes and you are able to repay the debt, you must pay off the debt immediately.
- The Commissioner will conduct regular reviews of the arrangement with a view of substantially increasing the amount of the payments where possible.
- All debtors must be financially solvent. If during the arrangement period you become insolvent you must notify this office immediately. Evidence of this can be required at any time by the Commissioner.
- If a statutory charge is registered on the debtors’ property, all costs associated with the registration and subsequent removal of the charge will be paid by the debtor.

## How to complete an Application for a payment arrangement?

The form has 4 parts (labelled A – D) and smaller questions within each part numbered individually. When completing this form, please print or type all responses in boxed spaces and tick appropriate boxes. If there is insufficient space, please attach additional forms or pages.

Note that if there are 2 or more debtors, each debtor is required to complete a separate application form.

Also, if you are self employed, a company or if you or the company is the trustee of a trust, please provide:

- copies of balance sheets and profit and loss statements for the last 3 years, together with
- a statement of the assets and liabilities of the trust/company/business;
- cash flow statement for the previous 6 months; and
- cash flow projections for the next 6 months.

When you have completed the form, send it to the Office of State Revenue together with the required attachments by mail to the address below or by fax to Debt Management (07) 3227 7209.

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*. The information can only be disclosed by the Office of State Revenue to another party in the circumstances outlined in the *Taxation Administration Act 2001* and the *Freedom of Information Act 1992*. For further information see our website at [www.osr.qld.gov.au](http://www.osr.qld.gov.au)

### Queensland Office of State Revenue locations:

Brisbane  
Upper Plaza  
33 Charlotte Street  
(GPO Box 955)  
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](http://www.osr.qld.gov.au) to obtain revenue rulings, practice directions, information sheets and approved forms relating to this and other State taxation subjects.