

Purpose

Learn to save and re-open a partially completed insurance duty return.

This includes how to:

- save an incomplete return as a draft
- locate a saved return in the task overview screen
- re-open a saved return.

Trigger

Perform this procedure when you need to save a partially completed return to be completed at a later date.

Menu Path

Use the following menu path to begin this transaction:

- OSR Homepage at www.osr.qld.gov.au
- **OSRconnect.**

Handy Hints

- **Note:** you must lodge returns by the due date to avoid unpaid tax interest (UTI).

Procedure



This tutorial shows the process for **Saving and Re-opening an Insurance Duty Return**.

The scenario details a partially completed insurance duty return which is to be saved as a draft. Saved drafts can be re-opened for completion and lodgement at a later stage.

We start the process in a partially completed **Insurance Duty Return** form.



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1. To save this return as a draft, click **Save Draft**.
2. The status message displays the **Transaction Number**.



OSRconnect

3. Click the **TaskOverview** tab.
4. This return now displays the **Transaction Number**, with an indicator **Yes** in the **Draft** column.



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5. Click the relevant **Filing** link to re-open the draft return.



The saved draft **Insurance Duty Return** is now displayed.

This return can now be completed and submitted to OSR.



This ends the process for **Saving and Re-opening an Insurance Duty Return**.

Refer to the tutorial **Lodging and Paying an Insurance Duty Return** for instruction on how to lodge and pay your return by direct debit.