

Purpose

Use this procedure to submit (lodge) a transfer duty transaction to OSR using **OSRconnect**.

Trigger

Perform this procedure when a transaction you have assessed for transfer duty in Queensland is ready to be submitted to OSR.



Helpful hints



- Check that all transaction information is current, including the unconditional date (if applicable).
- You must click **Check Form Data** before submitting your transaction—this ensures the form is revalidated and all duty and UTI calculations are correct as at the date of lodgement.
- If paying the transaction by direct payment, your firm's bank account details must be set up before using the direct payment function.

Procedure

1. Perform one of the following:

If...	Then...	Go To...
You are submitting a saved draft transaction from the Task Overview:		Step 2.
You are submitting a transaction immediately after completing the form:		Step 7.

2. Locate the saved draft transaction from the **List of Tasks** in the **Task Overview**.
3. Click the corresponding **Filing** link to open the transaction.
4. The saved draft **Transaction Statement Form 12.6** is displayed.
5. Make any required changes to the transaction now, **before** starting the checking and lodging processes.
Or proceed to checking the form.
6. Checking the form data is especially important when submitting a transaction that was previously saved in draft.
The check will ensure that duty and UTI are correctly calculated as at the **lodgement date**, and not as at the initial input date.
7. Click **Check Form Data** to validate the form data and calculations.
8. The status message advises of any errors in the form.
9. The Adobe® menu is displayed above the form.
10. Click the **print** icon  to print a hardcopy of the completed form.
11. Click the **save** icon  to save an offline copy as a PDF.
12. Click **Next** to start the lodgement process.
13. Click **Submit** to lodge the transaction.
14. Click **Submit** to confirm.
15. The **Confirmation** screen lists the **Transaction ID** number. This is the payment reference code and also the transaction (stamping) number for endorsing the documents.
Note: Disregard the leading three zeros.

16. Click **print**  for a hardcopy of the lodgement confirmation.
17. Click **save**  to save an offline copy as a PDF.
18. Click **Pay** to pay this transaction immediately by Direct Payment. **Note:** Your firm's direct payment details must be set up before using this function.
19. Refer to the tutorial **Nominating a Bank Account for Direct Debit** for further instruction on setting up your account details.
20. Click **Close**.
21. Click **OK** to the popup message.
22. Transactions that have been submitted (and not paid) display in the **Task Overview** with a **Task—Payment** link. Transactions that were nil duty or have been fully paid will no longer display in the **Task Overview**.
23. End of process.
Refer to the tutorial **Viewing Lodgement History** for instruction on viewing your submitted transactions.