

Purpose

Use this procedure to lodge a tax equivalent regime (TER) return using *OSRconnect*.

Trigger

TER returns must be completed where a commercial business unit of a Local Government is required to pay tax equivalents by the tax equivalents manual established under the *Local Government Act 1993*.

Menu Path

Use the following menu path(s) to begin this transaction:

- OSR Homepage
- **OSRconnect**
- **Task Overview** screen.

Helpful Hints

- Have all transaction data to hand before starting the eLodgement process.

Procedure

1. Start the transaction using the menu path or transaction code.



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2. This example details a return for the **Tax Year 2008/2009**. We start the process in the **Task Overview** screen.



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3. The **Task Overview** screen lists your **TER Return** expectations.



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4. Click the **Filing** link for the relevant tax period. For example, **Tax Year 2008/2009**.



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5. The **Tax Equivalents Return Local Government** form is displayed. Use the scroll bars to maximise the form view.



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6. The **Client details** section is prepopulated with your client and return date details.



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7. Scroll down to the respective **duty/tax** section/s.
8. Start the transaction using the menu path or transaction code.



Form Process Framework

9. **Note:** For all **duty/tax** questions, the form default answer is **No**.
10. For the relevant **duty/tax** type/s you are declaring in this return, you must change the answer to **Yes** and complete the required fields.
11. For example, if you answer **Yes** to the **Transfer duty** question, fields display for entering the transaction details.
12. Select the **Date acquired** using the calendar link to note the date of the transaction.
13. Then complete the remaining fields in the **Transfer duty** section.
14. Click **Add Row** to add further **Transfer duty** transactions.
15. If you answer **Yes** to the **Mortgage duty** question, complete the required fields.
16. If you answer **Yes** to the **Insurance duty** question, complete the required fields.
17. If you answer **Yes** to the **Vehicle registration duty** question, complete the required fields.
18. If you answer **Yes** to the **Land tax** question, complete the **Address of property** details.



Form Process Framework

19. If you answer **Yes** to the **Payroll tax** question, complete the details of taxable wages paid by your organisation during the return period.
20. Scroll down to the **Declaration** section and complete the **Full name** and **Contact phone** details.
21. Check the statement to complete the declaration.



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22. Scroll to the top of the screen and click **Check Form Data**.

- 23. The status message will advise of any errors.
- 24. Click **Save Draft** if you will be lodging this return at a later date.
- 25. Or click **Next** to begin the lodgement process.
- 26. Click **Submit**.



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- 27. Click **Submit** to confirm.



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- 28. The **Confirmation** screen displays. Note the **Transaction ID** number for future reference.



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- 29. Click the **printer** icon for a printout of this page.



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- 30. Click the **save** icon to save an offline copy.



- 31. Click **Close**.



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- 32. Click **OK** to the popup message.



This ends the process for **Lodging a Tax Equivalent Regime Return**.