



Duty Lodgement cover sheet

State Revenue Office
Department of Treasury and Finance

Your client reference
(Please quote when dealing with the SRO)

Lodgement date

1. Lodging party details

Lodging party name

Address

Suburb

State

Postcode

Contact name

Telephone or mobile number

Email

2. Exemptions and concessions

Please provide information about any concessions or exemptions being applied for.

3. Other lodgement notes

Please provide any other information about the lodgement in the space below, such as client names or reference numbers.

4. Duty transaction checklist

1. Transaction information form is attached (and any supporting information)

2. Transferor information form/s attached for each transferor

3. Transferee information form/s attached for each transferee

4. Signed and dated dutiable instrument is attached (eg. transfer instrument)

5. Evidence or forms are attached for exemption/concession claimed

OFFICE USE ONLY

Account Number	Transaction Number	Party Names