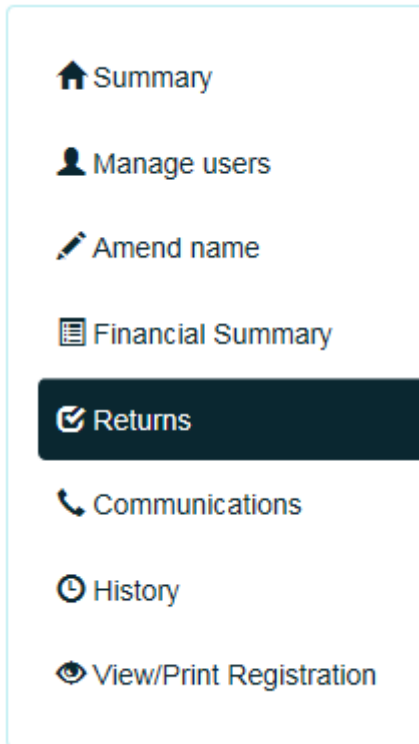


## Submitting a split annual return

1. Click on your account name from the home menu.
2. If your returns require an amendment, you will be notified with a message displayed as follows:

**Return(s) require amendment** : A change in registration or grouping means that returns for 14/15 are now split or the period of liability has changed, and the return(s) must be amended.

3. Click on the **Returns** menu as follows:



4. The **Manage Returns** screen displays as follows:

Manage Returns

Type	Period	Due Date	Submitted Date		
Periodic	Oct 15	09/11/2015	05/11/2015	<a href="#">View</a>	<a href="#">Amend</a>
Periodic	Sep 15	07/10/2015	01/10/2015	<a href="#">View</a>	<a href="#">Amend</a>
Periodic	Aug 15	07/09/2015	01/09/2015	<a href="#">View</a>	<a href="#">Amend</a>
Periodic	Jul 15	07/08/2015	07/08/2015	<a href="#">View</a>	<a href="#">Amend</a>
<b>Annual</b>	14/15	21/07/2015	10/07/2015	<a href="#">View</a>	
Periodic	May 15	09/06/2015	05/06/2015	<a href="#">View</a>	
Periodic	Apr 15	07/06/2015	06/06/2015	<a href="#">View</a>	
Periodic	Mar 15	08/04/2015	09/04/2015	<a href="#">View</a>	
Periodic	Feb 15	10/03/2015	10/03/2015	<a href="#">View</a>	
Periodic	Jan 15	10/02/2015	02/02/2015	<a href="#">View</a>	
<b>± Annual</b>	14/15	21/07/2015	03/03/2016	<a href="#">View</a>	<a href="#">Amend</a>
<b>± Annual</b>	13/14	21/07/2014	17/07/2014	<a href="#">View</a>	<a href="#">Amend</a>

5. Select the **Amend** link of the annual return to submit.
6. The period for the return details is displayed at the top of the return as follows:

Return details for period **01/07/2014-31/12/2014**

7. Enter the return details.
8. Click on the **Submit** button.
9. The total tax payable is displayed as follows:

### Important information

**Total Tax Payable: \$719.49**

10. Tick the **Terms and conditions** check box.
11. Click on the **Submit (pay outside Portal)** button (if not paying via TRO).
12. The payment details are displayed as follows:

Thank you for submitting your return.

Total payable: \$719.49 due immediately

[Email payment details to me](#)

[Print payment details](#)

[Return to account](#)



Bill Code: 787945  
Ref: 600505251273520

Telephone & Internet Banking - BPAY

Call your bank, credit union or building society to make this payment from your cheque or savings account. More info:  
<http://www.bpay.com.au/>

**Electronic Funds Transfer:**  
B.S.B. : 037-001 (Westpac)  
Acc No : 268825  
Acc Name :Revenue EFT  
Ref No : 60050525127352

13. The updated return is displayed as follows:

Manage Returns

Type	Period	Due Date	Submitted Date		
Periodic	Oct 15	09/11/2015	05/11/2015	<a href="#">View</a>	<a href="#">Amend</a>
Periodic	Sep 15	07/10/2015	01/10/2015	<a href="#">View</a>	<a href="#">Amend</a>
Periodic	Aug 15	07/09/2015	01/09/2015	<a href="#">View</a>	<a href="#">Amend</a>
Periodic	Jul 15	07/08/2015	07/08/2015	<a href="#">View</a>	<a href="#">Amend</a>
<b>Annual</b>	44/15	24/07/2015	10/07/2015	<a href="#">View</a>	
Periodic	May 15	09/06/2015	05/06/2015	<a href="#">View</a>	
Periodic	Apr 15	07/05/2015	06/05/2015	<a href="#">View</a>	
Periodic	Mar 15	08/04/2015	09/04/2015	<a href="#">View</a>	
Periodic	Feb 15	10/03/2015	10/03/2015	<a href="#">View</a>	
Periodic	Jan 15	10/02/2015	02/02/2015	<a href="#">View</a>	
<b>+ Annual</b>	14/15	21/07/2015	08/03/2016	<a href="#">View</a>	<a href="#">Amend</a>
<b>Annual</b>	44/15	24/07/2015	03/03/2016	<a href="#">View</a>	
<b>+ Annual</b>	13/14	21/07/2014	17/07/2014	<a href="#">View</a>	<a href="#">Amend</a>