

RevNet Stamp Duty Self Determination Application

RevNet is suitable for practitioners that process more than 10 stamp duty related documents per year.

To apply to become a RevNet Stamp Duty Self Determination user, you need to complete all the forms contained in the Application Kit and forward your (original) application to RevenueSA. Before forwarding your application to RevenueSA, please ensure you have completed each section of the checklist.

CHECKLIST:

Is your organisation already using RevNet?

- Yes – If yes, provide your Client ID (The first 3 letters of RevNet username)
or Client number
- No

Approval for a Special Tax Arrangement

- Page 1 – Inserted your legal entity name.
- Page 6 – Completed all sections.
- Page 7, Appendix 1 – Nominated RevNet administrators.

Electronic Payment Authorisation Service Agreement (EPA)

- Page 15 - Nominated bank account(s) you would like to utilise for making payment.

Completed original applications are to be forwarded to RevenueSA:

By Post: RevNet Application
RevenueSA
GPO Box 1353
ADELAIDE SA 5001

Hand Delivered: Ground Floor
State Administration Centre
200 Victoria Square
ADELAIDE SA 5000

Once RevenueSA receives your application it will be processed and the outcome will be provided to you in writing. Please allow 3 weeks for processing.

If you require assistance with your application, or have any queries regarding RevNet, please contact the RevNet Assistance team on: (08) 8207 2333 or revnet@sa.gov.au (Monday – Friday 8.30 am to 5.00 pm)

TABLE OF CONTENTS

Part 1	SCOPE OF SPECIAL TAX RETURN ARRANGEMENT	1
Part 2	DEFINITIONS.....	1-2
Part 3	EXEMPTION FROM LEGISLATIVE PROVISIONS	2
Part 4	CONDITIONS OF APPROVAL.....	3-5
Part 5	DULY STAMPED.....	5
Part 6	VARIATION OR CANCELLATION OF APPROVAL.....	5
Part 7	AGREEMENT TO TERMS AND CONDITIONS OF APPROVAL FOR REVNET – STAMP DUTY	6
Appendix 1	– ADMINISTRATOR ACCESS TO REVNET – STAMP DUTY.....	7
Appendix 2	– TERMS OF USE.....	8-11
Appendix 3	– PRA FORMS	12-14
	Electronic Authorisation Form (EPA).....	15-16
	Additional Stamp Request Form.....	17

Pursuant to section 35 of the *Taxation Administration Act 1996* (“the TAA”) the Commissioner of State Taxation (“the Commissioner”) hereby approves a special tax return arrangement (“the Approval”) with the “Approved Person” (specified below), subject to the execution of Part 7 of the Approval.

Insert name of legal entity seeking approval (i.e. the “Approved Person”). This must be the same legal entity name registered against your organisation’s ABN.

The Approval is further subject to the Approved Person agreeing to all the terms and conditions referenced or detailed either below or in the attached Appendices and is further subject to the provisions of the TAA.

Part 1 SCOPE OF SPECIAL TAX RETURN ARRANGEMENT

The Approval granted by the Commissioner is to enable the Approved Person to self-determine stamp duty, lodge returns, stamp instruments, and pay stamp duty on instruments either over the Internet by way of an electronic return utilising RevNet or by way of a Periodic Return Arrangement (“PRA”).

A person who is an Approved Person for purposes of the RevNet service is also an Approved Person for the purposes of a PRA, but can only utilise a PRA when RevNet is temporarily unavailable.

Part 2 DEFINITIONS

Administrator Access – a level of access to RevNet that includes access to specific security related functions and is fully explained in the RevNet User Guide.

Approval - means the approval of a special tax return arrangement by the Commissioner pursuant to section 35 of the TAA.

Approved Person – means the person approved by the Commissioner to self-determine stamp duty, lodge returns, stamp instruments, and pay stamp duty on instruments over the Internet by way of an electronic return utilising RevNet and/or by way of a PRA in relation to the classes of taxpayer approved by the Commissioner in writing from time to time and published at www.revenuesa.sa.gov.au and subject to variation at the Commissioner’s absolute discretion.

Commissioner – means the person appointed or acting as the Commissioner of State Taxation and includes a person appointed or acting as a Commissioner of State Taxation.

Instrument – includes any written document.

General Access – a level of access to RevNet which enables the performance of core business functions only and is fully explained in the RevNet User Guide.

Person – means a natural person, or any incorporated body.

PRA – means a Periodic Return Arrangement as described in the RevNet Stamp Duty Guidelines Booklet which is subject to the conditions of Approval as set out in Part 4 of this Approval.

PRA Document Details Form and PRA Cover Sheet - means relevant forms, as amended from time to time and as set out in the RevNet Stamp Duty Guidelines Booklet and at www.revenuesa.sa.gov.au, which operate to provide the Commissioner with further details of the instruments endorsed by the Approved Person via PRA.

RevenueSA – means RevenueSA, Department of Treasury and Finance, South Australia.

RevenueSA Stamp Duty Document Guide – means the document guide issued by RevenueSA (as amended from time to time) instructing how instruments should be processed on RevNet and PRA.

RevNet – means the service made available by RevenueSA at www.revnet.sa.gov.au which is subject to the conditions of Approval as set out in Part 4 of this Approval, that enables the Approved Person to self-determine stamp duty, lodge returns, stamp instruments, and pay stamp duty on instruments.

RevNet Stamp – means the stamp or stamps approved by the Commissioner in writing for the purposes of RevNet and PRA.

RevNet Stamp Duty Guidelines Booklet – means the instruction guide published by the Commissioner (as amended from time to time) which, amongst other things, provides instructions on how to use RevNet and PRA.

RevNet Stamp Duty User Guide – means the guide issued by RevenueSA (as amended from time to time) providing instruction on how to use RevNet.

Part 3 EXEMPTION FROM LEGISLATIVE PROVISIONS

Pursuant to section 35(2)(a) of the TAA, the Commissioner hereby provides all necessary exemptions from the provisions of the *Stamp Duties Act 1923* (“the Act”) that are required to enable the Approved Person to utilise RevNet and/or a PRA. The exemptions authorised by the Commissioner pursuant to this Approval include but are not limited to:

The Commissioner exempts the Approved Person from complying with sections 11, 12, and 13(1) of the Act in relation to the stamping requirements contained therein to allow the Approved Person to endorse stamp duty on instruments to which taxpayers of the approved specified class are parties, using the RevNet Stamp or the PRA Stamp.

Section 71(2) of the Act does not apply to any instrument operating as a voluntary disposition *inter vivos* that is endorsed in accordance with this Approval by the Approved Person through a PRA or RevNet.

Part 4 CONDITIONS OF APPROVAL

Pursuant to section 37 of the TAA, the Approval in relation to the use of RevNet and PRA (if applicable) is subject to the following conditions prescribed by the Commissioner:

- 4.1 All instruments must be appropriately endorsed with a RevNet Stamp immediately after the stamp duty liability on the instrument is confirmed and accepted on RevNet or the instrument is included in a PRA batch.
- 4.2 The method of payment for stamp duty on instruments stamped under the Approval shall be in the form of direct debit from a bank account nominated by the Approved Person.
- 4.3 Such payment shall be made within nine (9) calendar days (or such longer or shorter period as determined by the Commissioner from time to time) of the Approved Person creating the batch, either in RevNet or PRA, in which the relevant instrument has been processed.
- 4.4 Access to use RevNet will not be granted until at least one valid bank account is nominated by the Approved Person for the purpose of payment of stamp duty by direct debit and the necessary details are provided in writing to the Commissioner for direct debiting to occur.
- 4.5 The Approved Person must ensure that sufficient funds are available in the bank account nominated by that person for the purpose of payment of each of the batches extracted to RevenueSA for the payment of stamp duty.
- 4.6 Any fees or charges incurred by the Approved Person or the Commissioner due to the absence of sufficient funds in the nominated account required to pay the appropriate stamp duty are the responsibility of the Approved Person.
- 4.7 The Approval to utilise RevNet in no way negates any person's liability to keep records as required under the legislative provisions of the Act and the TAA.
- 4.8 The Approved Person must nominate premises which shall constitute the Approved Business Premises for the purposes of this Approval.
- 4.9 Information to ensure that the correct stamp duty has been paid in relation to an instrument and to enable the instrument to be identified (including all supporting documentation referred to in the RevenueSA Stamp Duty Document Guide) is required to be held by the Approved Person and be available to the Commissioner on request for a period of five (5) years after the instrument is stamped.
- 4.10 A copy (or original) of every instrument processed through RevNet and PRA by the Approved Person must be kept by the Approved Person for a period of five (5) years after the instrument is endorsed and be available for inspection by the Commissioner.
- 4.11 If the Approved Person has reason to believe that misleading or incomplete documentation has been produced in support of a request for the endorsement of an instrument, then the instrument must not be endorsed by the Approved Person.
- 4.12 Only the natural persons nominated in Appendix 1 by the Approved Person are authorised to have Administration Access to RevNet for the purposes set out in this Approval.

- 4.13 All natural persons authorised by the Approved Person to utilise RevNet for the purposes set out in this Approval shall have General Access to RevNet.
- 4.14 The Approved Person must ensure that all natural persons given Administrator Access or General Access to RevNet under this Approval, read, understand, and agree to the requirements set out in the RevNet Stamp Duty Guidelines Booklet and the relevant sections of the RevenueSA Stamp Duty Document Guide that relate to the classes of instruments that they self-stamp, before those persons use RevNet or PRA and the RevNet Stamp for the purposes set out in this Approval.
- 4.15 The Approved Person shall advise the Commissioner immediately in writing if any changes are required in relation to the natural persons as specified in Appendix 1.
- 4.16 It is the responsibility of the Approved Person to ensure access privileges (Administrator Access and General Access) to RevNet are used responsibly and only in the manner set out in this Approval. Access privileges must be revoked immediately for any natural person who is leaving the employment of the Approved Person, is taking leave for any extended period of time, or is not using RevNet responsibly or in the manner set out in this Approval.
- 4.17 The Approved Person must maintain a register of all those natural persons who, under their authority, are permitted to endorse instruments using the RevNet Stamp for the purposes set out in this Approval.
- 4.18 The Approved Person must follow the instructions regarding custody and security of the RevNet Stamp as set out in the RevNet Stamp Duty Guidelines Booklet.
- 4.19 Any RevNet Stamp issued by the Commissioner to the Approved Person remains at all times solely the property of the Commissioner. The Approved Person must surrender any RevNet Stamp in their possession to the Commissioner upon demand.
- 4.20 The Approval is not transferable and shall not pass by operation of law or otherwise to any successors in title to the business of the Approved Person.
- 4.21 The obligations imposed under conditions 4.9 and 4.10 will survive any termination of this Approval.
- 4.22 The Approved Person must notify the Commissioner immediately in writing if any of its banking/account details change in relation to the payment of stamp duty over RevNet.
- 4.23 The Approved Person shall notify the Commissioner in writing within fourteen (14) days providing full details of any change in any of the following:
- registered office of the Approved Person;
 - registered name or business name of the Approved Person;
 - principal place of business of the Approved Person;
 - name or names under which the Approved Person carries on business; and
 - ownership, either beneficial or legal of a majority of the issued shares of the Approved Person (if applicable).

- 4.24 Where the legal entity seeking approval from the Commissioner is doing so in the capacity as trustee of a trust, the trustee of the trust, as the relevant legal entity, is solely responsible for complying with the terms and conditions set out in this Approval.
- 4.25 In the event that access to RevNet is temporarily unavailable, PRA can be used to stamp instruments.
- 4.26 Instruments stamped via PRA shall be listed on PRA Document Details forms and PRA Cover Sheets as set out in Appendix 3 and in the RevNet Stamp Duty Guidelines Booklet, which operate to provide details of the instruments endorsed by the Approved Person. The PRA Document Details Form and PRA Cover Sheet shall be in an approved form as determined by the Commissioner from time to time.
- 4.27 PRA Document Details Forms and PRA Cover Sheets shall be completed in accordance with the requirements and instructions contained in the RevNet Stamp Duty Guidelines Booklet.
- 4.28 Any instrument chargeable with penalty and or interest must not be processed via PRA and must be forwarded to the Commissioner for assessment.

Part 5 DULY STAMPED

Pursuant to Section 40 of the TAA, an instrument that is endorsed in accordance with the conditions of the Approval is to be taken to be duly stamped, but without affecting liability for the payment of tax in relation to the instrument under the Act.

The Approved Person acknowledges that any person who endorses an instrument otherwise than under and in accordance with the Approval, so as to suggest or imply that the instrument is properly so endorsed, and as a result duly stamped, is guilty of an offence under section 40 of the TAA, which currently carries a maximum penalty of \$10,000.

Part 6 VARIATION OR CANCELLATION OF APPROVAL

- 6.1 The Approval herein provided by the Commissioner can, at any time, be varied or cancelled by the Commissioner by way of written notice to the Approved Person.
- 6.2 A decision by the Commissioner to vary or cancel the Approval is made at the Commissioner's absolute discretion.
- 6.3 An Approved Person may apply to the Commissioner in writing seeking a variation of this Approval, however approval of any such variation is at the absolute discretion of the Commissioner.

Part 7 AGREEMENT TO TERMS AND CONDITIONS OF APPROVAL FOR REVNET – STAMP DUTY (SELF DETERMINATION)

Name of legal entity:

Insert name of legal entity (as per ABN) seeking approval (i.e. the "Approved Person") as per page 1.

A.C.N of Approved Person (if applicable):

A.B.N of Approved Person (if applicable):

Where Approved Person is a trustee, ABN of Trust must be provided (if applicable):

Main business of your organisation:

Average number of Stamp Duty documents processed annually:

Email:

The Approved Person hereby acknowledges that the terms and conditions set out in this Approval (including those contained in Appendix 2 to the Approval) have been read in their entirety, and agrees to use RevNet and PRA when RevNet is unavailable, in accordance with the terms and conditions as set out in this Approval.

Print Name:

Signed [by/for and on behalf of]
the Approved Person

Position Held

Date

Address of the Approved **Business Premises** of the Approved Person:

Post Code

Postal Address of the Approved Person if different from above:

Post Code

OFFICE USE ONLY

Pursuant to the provision of Part 6 of the *Taxation Administration Act 1996* the Commissioner grants an Approval to self-determine stamp duty, lodge returns, stamp instruments and pay stamp duty on all instruments or those restricted class of instruments as per schedule 1, by electronic means by way of RevNet and by way of a PRA when RevNet is temporarily unavailable, to the Approved Person named above in relation to the classes of taxpayer separately approved by the Deputy Commissioner in writing from time to time and published at www.revenuesa.sa.gov.au and subject to variation at the Deputy Commissioner's absolute discretion.

Signed: Date:

DEPUTY COMMISSIONER OF STATE TAXATION

Appendix 1 – ADMINISTRATOR ACCESS TO REVNET – STAMP DUTY

Administrators have the highest level of access available to clients. They can perform all the functions of a General User as well as create and maintain General User's access levels.

The following natural persons are nominated by the Approved Person to have Administrator Access to the Stamp Duty component of RevNet for the purposes of Part 4, Clause 12 of the Approval:

Administrator 1
Full Name: <input type="text"/>
Email: <input type="text"/>
Phone: <input type="text"/>
Signature: <input type="text"/>
Administrator 2
Full Name: <input type="text"/>
Email: <input type="text"/>
Phone: <input type="text"/>
Signature: <input type="text"/>
Administrator 3
Full Name: <input type="text"/>
Email: <input type="text"/>
Phone: <input type="text"/>
Signature: <input type="text"/>
Administrator 4
Full Name: <input type="text"/>
Email: <input type="text"/>
Phone: <input type="text"/>
Signature: <input type="text"/>

Appendix 2 – TERMS OF USE

Terms and Conditions

Access to the RevNet Site ("Site") is conditional upon acceptance and compliance with the terms, conditions, notices and disclaimers contained in this document ("Terms of Use").

The use of, and/or access to, the Site constitutes acceptance of these Terms of Use.

The Commissioner of State Taxation ("the Commissioner") reserves the right to amend these Terms of Use at any time subject to the provisions of the *Taxation Administration Act 1996*.

Access to and use of the Stamp Duty component of this Site or the information, text, material, and graphics on the Site ("Content") is in accordance with the relevant Approval for a Special Tax Return Arrangement granted by the Commissioner of State Taxation pursuant to Part 6 of the *Taxation Administration Act 1996* ("the Approval").

Use of the Site or the Content in any manner or for any purpose that is unlawful or in any manner that violates any right of the Crown in right of the State of South Australia ("the Crown") is prohibited.

User Licence to the RevNet Site

This Site can only be utilised by:

- a person approved by the Commissioner ("the Approved Person") to utilise the Stamp Duty component of RevNet pursuant to the Approval; and
- those natural persons nominated/authorised by the Approved Person to utilise RevNet pursuant to the Approval; and
- a person authorised by RevenueSA to utilise the Non-Stamp Duty components of RevNet ("the Applicant") pursuant to an application made to the Commissioner ("the Application"); and
- those natural persons nominated/authorised by the Applicant to utilise the Non-Stamp Duty components of RevNet pursuant to the Application; and
- a person nominated by RevenueSA ("the Nominee") to utilise the Non-Stamp Duty components of RevNet; and
- those natural persons authorised by the Nominee to utilise the Non-Stamp Duty components of RevNet on their behalf.

Logon / Username / Password

The Approved Person/Applicant/Nominee is responsible for maintaining the confidentiality of their username and password and/or the password(s) of persons nominated/authorised (i.e. at the Administrator and General Access levels) by the Approved Person/Applicant/Nominee to have access to the Site and is fully responsible for all activities that occur under their username. The Approved Person/Applicant/Nominee agrees to:

- immediately notify the Commissioner of any unauthorised use of their username and/or password and/or the password(s) of persons nominated/authorised by them to have access to the Site or any other breach of security;
- ensure that their username and/or password is not disclosed to any person other than persons nominated/authorised to have access to the Site;
- ensure that the password of any person nominated/authorised to have access to the Site is not disclosed to any person;
- ensure that the Approved Person/Applicant/Nominee and/or persons nominated/authorised by the Approved Person/Applicant/Nominee exit from the Site at the end of each session; and
- advise the Commissioner when a person nominated (i.e. Administrator) by the Approved Person/Applicant/Nominee does not require further access to the Site.

By using the Site the Approved Person/Applicant/Nominee agrees that they have the authority of their client (if applicable) and any relevant third party (if applicable) to perform functions in RevNet on their behalf (as appropriate).

Disclaimer

1. The information and data on this Site is subject to change without notice.
2. The Crown, its agents, instrumentalities, officers and employees:
 - a. make no representations, express or implied, as to the accuracy of the information and data contained on this Site;
 - b. make no representations, express or implied, as to the accuracy or usefulness of any translation of the information on this Site or any linked site into another language;
 - c. accept no liability for any use of the said information and data or reliance placed on it (including translated information and data);
 - d. make no representations, either expressed or implied, as to the suitability of the said information and data for any particular purpose;
 - e. make no warranties that the said information and data is free of infection by computer viruses or other contamination;
 - f. do not sponsor, endorse or necessarily approve of any material on sites linked from or to this Site;
 - g. do not make any warranties or representations regarding the quality, accuracy, merchantability or fitness for purpose of any material on sites linked from or to this Site;
 - h. do not make any warranties or representations that material on other web sites to which this site is linked does not infringe the intellectual property rights of any person anywhere in the world; and
 - i. do not authorise the infringement of any intellectual property rights contained in material in other sites by linking this Site to those other sites.

Liability

The Crown is not liable for:

- any losses resulting from transactions which are undertaken by the Approved Person/Applicant/Nominee and/or any person(s) nominated/authorised by the Approved Person/Applicant/Nominee;
- any failure or delay of RevNet and/or the Site to provide information or perform operations as requested;
- any consequential loss or damage suffered as a result of using RevNet and/or the Site; and
- the unavailability of RevNet and/or the Site and events beyond the control of Revenue SA.

Termination

RevenueSA may terminate access of an Approved Person/Applicant/Nominee to the Site at any time without notice. In the event of termination, access to the Site will be withdrawn immediately, but all restrictions imposed on the Approved Person/Applicant/Nominee and all RevenueSA disclaimers and limitations of liability set out in these Terms of Use will survive.

Links to third party websites

The Site may contain hyperlinks and other pointers to Internet web sites operated by third parties. These linked web sites are not under the control of RevenueSA, and RevenueSA is therefore not responsible for the contents of any linked web or any hyperlink contained in a linked web site. RevenueSA provides these hyperlinks to the Approved Person/Applicant/Nominee as a convenience only, and the inclusion of any link does not imply any endorsement of the linked web site by RevenueSA. Any link made to any such web site is made entirely at the risk of the Approved Person/Applicant/Nominee.

Intellectual property and restrictions on use of Content on the Site

All Content on the Site is Copyright of the Crown. The Content is protected by Australian and international copyright and trade mark laws as applicable. The Approved Person/Applicant/Nominee must not modify, copy, reproduce, republish, frame, upload to a third party, post, transmit or distribute this Content in any way or otherwise undermine the legitimate operation of this Site, except as expressly provided for on the Site or expressly authorised in writing by the Commissioner.

Strictly on the condition that all Content is maintained intact and in the same form as presented on the Site (including without limitation all copyright, trademark and other proprietary notices), the Approved Person/Applicant/Nominee may:

- using an industry-standard Web browser, download and view the Content; or
- if in the case of an Internet service and/or access provider, supply the Content to an appropriate subscriber.

The Approved Person/Applicant/Nominee must not benefit from the Site in any manner or for any purpose that is unlawful or in any manner that violates any right of the Crown or which is prohibited by these Terms of Use.

Privacy Policy

Data and information about you, your clients, third parties, instruments and supporting documentation (if applicable) will remain confidential and will not be disclosed to any third parties unless required to do so by law.

Governing Law

These Terms of Use are governed by and are to be construed in accordance with the laws in force in South Australia, Australia. Disputes arising from these Terms of Use are subject to the jurisdiction of the courts of South Australia, Australia.

All rights not expressly granted herein are reserved.

Appendix 3 – PRA Forms

1. PRA Cover Sheet
2. PRA Document Details Form

Place PRA bundle
number sticker here

Periodic Return Arrangement (PRA) Cover Sheet

The Periodic Return Arrangement (PRA) provides you with the facility to continue to stamp documents in-house should access to RevNet be unavailable for an extended period.

Please refer to the RevNet Stamp Duty Guidelines Booklet (provided in your Approval Kit and available at www.revenuesa.sa.gov.au) for details on how to stamp documents via PRA. The main points to remember include:

- Only use PRA when RevNet is unavailable for an extended period and you have documents that require urgent stamping.
- Complete a PRA Document Details form for each separate document stamped via PRA.
- Complete this PRA Cover Sheet for each batch of documents stamped via PRA. You can have a maximum of 100 documents in a batch.
- Attach a RevenueSA PRA bundle number sticker (contained in your RevNet Approval Kit) to this Cover Sheet. This PRA bundle number is used in the PRA/RevNet ID assigned to each document.
- A new PRA bundle number is to be used for each separate batch of documents. If you require additional supplies of RevenueSA PRA bundle number stickers, please contact the RevNet Helpline on (08) 8207 2333.
- Once RevNet is available, you need to enter and confirm each document in RevNet. It is most important that documents are entered in the same order as stamped via PRA and the PRA/RevNet ID assigned (ie. in transaction number order). Please refer to the RevNet Stamp Duty User Guide, available via the Online Help in RevNet, for further details on entering PRA batches in RevNet.
- PRA batches must be entered into and submitted via RevNet within 9 calendar days of the batch being created and the first document stamped.
- If, after 9 calendar days, RevNet is still unavailable, forward this Cover Sheet and completed PRA Document Details forms to RevenueSA, GPO Box 1353, Adelaide SA 5001, for processing.

Approved Person:	<input style="width: 90%;" type="text"/>		
Address:	<input style="width: 90%;" type="text"/>		
RevNet Client ID:	<input style="width: 20%;" type="text"/>	RevSA Client No:	<input style="width: 20%;" type="text"/>
Date Batch Created:	<input style="width: 20%;" type="text"/>	Date Batch Submitted in RevNet:	<input style="width: 20%;" type="text"/>
Fees:	Stamp Duty	<input style="width: 50%;" type="text"/>	
	LTO/GRO	<input style="width: 50%;" type="text"/>	
	New CT's	<input style="width: 50%;" type="text"/>	
	TOTAL	<input style="width: 50%;" type="text"/>	
<i>Only complete this section if batch cannot be submitted via RevNet and is forwarded to RevenueSA for processing.</i>			
Description of RevNet Bank Account to be debited for this batch: _____			
Declaration			
I _____ being the approved person or natural person authorised by the approved person, hereby verify that the above particulars are a true and accurate statement of all documents stamped.			
Signed _____		Date _____	

PRA Document Details

***PRA/RevNet ID:**

(PRA Bundle no.)

/

(Trans no.)

Use a separate form for each document stamped via PRA.
Complete fields as applicable for the type of document being stamped.

DOCUMENT		Class	<input type="text"/>
		Name	<input type="text"/>
		Description	<input type="text"/>
Document Date/Date of Increase		<input type="text"/>	Contract Date <input type="text"/>
No of Documents		<input type="text"/>	Date Entered SA <input type="text"/>
PARTY A	Name	<input type="text"/>	
	ABN	<input type="text"/>	
PARTY B	Name	<input type="text"/>	
	ABN	Date of Birth	<input type="text"/>
RELATIONSHIP	<input type="checkbox"/> Related <input type="checkbox"/> Unrelated		
PROPERTY	C/T Ref	<input type="text"/>	Postcode <input type="text"/>
	Description	<input type="text"/>	
	<input type="checkbox"/> Residential <input type="checkbox"/> Non-residential <input type="checkbox"/> Dwelling <input type="checkbox"/> Vacant Land		
CONVEYANCES & CONCESSIONS	Consideration/Value	<input type="text"/>	<input type="checkbox"/> Section 67
	Interest Tsfd	<input type="checkbox"/> Full <input type="checkbox"/> Fractional	
LEASES	Annual Rent	<input type="text"/>	Previous Duty Paid <input type="text"/>
	Previous Annual Rent	<input type="text"/>	
MORTGAGES	Total Security / Security	<input type="text"/>	Further Sec NonHome <input type="text"/>
	Total Sec Home	<input type="text"/>	Balance Outstanding <input type="text"/>
	Total Security Non Home/New SA Proportion	<input type="text"/>	SA Assets <input type="text"/>
Previous: Advance/Sec Non Home/SA Proportion	<input type="text"/>	Total Assets	<input type="text"/>
	Further Sec Home	<input type="text"/>	Previous Duty Paid <input type="text"/>
OTHER – (Includes Document Classes: Adjudged, Exemptions, Marketable Securities, Units & Other)			
Consideration/Value/Security/Annual Rent		<input type="text"/>	Previous Duty Paid <input type="text"/>
Interest Tsfd		<input type="checkbox"/> Full <input type="checkbox"/> Fractional	
FEES PAYABLE	Stamp Duty	<input type="text"/>	No of new C/T's <input type="text"/>
	LTO/GRO	<input type="text"/>	
	New CT's	<input type="text"/>	
	TOTAL FEES	<input type="text"/>	
Date Document:	Stamped via PRA	<input type="text"/>	Entered into RevNet <input type="text"/>

* The PRA/RevNet ID is comprised of the 9 digit PRA bundle number attached to the PRA Cover Sheet followed by a slash and then the transaction number of the document in the batch. eg. The first document in a batch will have a transaction number of "1" resulting in a PRA/RevNet ID of "bundle number/1" ("999999999/1"). The second document in a batch will have a transaction number of "2" ("999999999/2") and so on.

ELECTRONIC PAYMENT AUTHORISATION (EPA)

Please nominate one or more bank account as necessary.

1. DETAILS OF ACCOUNT TO BE DEBITED

(All account details must be supplied - BSB and Account Numbers will not be transferred across the Internet.)

Name of Financial Institution:												
Branch:												
BSB Number:				-				Must be 6 digits.				
Account Number:											Cannot be more than 9 characters.	
Account Name:												

NOTE: Please ensure the account and BSB numbers that you are providing are correct. Direct debiting is not available on a range of accounts and if you are in doubt, please check with your financial institution.

Account Description: (Complete for RevNet only)											Cannot be more than 8 characters	
---	--	--	--	--	--	--	--	--	--	--	---	--

Note: The account description will be displayed in RevNet to identify the bank account. For example, if you bank with the CBA and elect to pay from your trust account your account description could be CBATRUST.

2. DETAILS OF ACCOUNT TO BE DEBITED

(All account details must be supplied - BSB and Account Numbers will not be transferred across the Internet.)

Name of Financial Institution:												
Branch:												
BSB Number:				-				Must be 6 digits.				
Account Number:											Cannot be more than 9 characters.	
Account Name:												

NOTE: Please ensure the account and BSB numbers that you are providing are correct. Direct debiting is not available on a range of accounts and if you are in doubt, please check with your financial institution.

Account Description: (Complete for RevNet only)											Cannot be more than 8 characters	
---	--	--	--	--	--	--	--	--	--	--	---	--

Note: The account description will be displayed in RevNet to identify the bank account. For example, if you bank with the CBA and elect to pay from your trust account your account description could be CBATRUST.

SIGNATURE(S)

(To be signed by the authorised account signatory)

Signature of Authorised Person:				Date:	/	/
--	--	--	--	--------------	---	---

Electronic Payment Authorisation

Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with RevenueSA. It explains what your obligations are when entering into an Electronic Payment Authorisation (EPA). It also details what our obligations are to you as your Electronic Payment Authorisation provider. Please keep this agreement for future reference.

Debiting your account:

- You will be deemed to have given approval to debit the nominated financial institution account upon authorising an amount via RevNet.
- RevenueSA cannot and will not independently debit the nominated account for any other amount than that authorised by the user.
- If the payment authorised via RevNet is not on a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should ask your financial institution.

Amendments by you

- An EPA remains in force until it is cancelled. If you wish to cancel, contact RevenueSA on the contact details listed below (under disputes).
- If you wish to stop any individual payment, you must notify RevenueSA via email within the same business day you authorised the payment. If the payment is not authorised on a business day, contact RevenueSA on the following business day.
- If you change your account and want to continue using EPA, you will need to complete a new Electronic Payment Authorisation (EPA) form. You can obtain an EPA form from RevenueSA or it can be downloaded from our Internet site: www.revenuesa.sa.gov.au/forms/revsaddr.pdf

2. Amendments by RevenueSA

- We may vary any details of this agreement or the Electronic Payment Authorisation at any time by giving you at least fourteen (14) days written notice.
- The current version of this agreement and Electronic Payment Authorisation is available from our Internet site: www.revenuesa.sa.gov.au

3. Your obligations

- It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the authorised amount via RevNet.
- If there are insufficient clear funds in your account to meet a debit payment:
 - (a) you may be charged a fee and/or interest by your financial institution;
 - (b) you may also incur fees or charges imposed or incurred by us; and
 - (c) you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.
- You should check your account statement to verify that the amounts debited from your account are correct.

4. Disputes

- If you believe that there has been an error in debiting your account, you should notify RevenueSA in writing on the contact details listed below:

Post:

RevenueSA
GPO Box 1353
ADELAIDE SA 5001

Email:

revnet@sa.gov.au

Fax:

08 8226 3805

Or by telephoning RevenueSA on (08) 8207 2333 during business hours, telephone enquiries will need to be accompanied with a written request for investigation purposes.

- If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
- If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.
- We will make every attempt to ensure that payment disputes are resolved within 3 business days.
- Alternatively you can take it up directly with your financial institution.

5. Accounts

- You should check:
 - (a) with your financial institution whether direct debiting through Bulk Electronic Clearing System (BECS) is available from your account as this may not be available on all accounts;
 - (b) your account details which you have provided to us are correct by checking them against a recent account statement; and
 - (c) with your financial institution before completing the Electronic Payment Authorisation if you have any queries about how to complete it.

6. Confidentiality

- We will keep any information (including your account details) in your Electronic Payment Authorisation confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- We will only disclose information that we have about you:
 - (a) to the extent specifically required by law; or
 - (b) for the purposes of this agreement (including disclosing information in connection with any query or claim)

Self-Inking Rubber Stamp

RevenueSA will provide you with **one** self-inking rubber stamp free of charge. Additional stamps are available and must be ordered through RevenueSA. A fee applies for each additional stamp purchased.

Additional Stamp Request

If you would like to purchase additional self-inking rubber stamps, please complete the details below and indicate the number of additional stamps required (you do not need to include the stamp that is provided to you free of charge).

You will need to include a cheque covering the cost of these additional stamps. Please make the cheque payable to *The Commissioner of State Taxation*.

Request for Additional Self-Inking Rubber Stamps

Please order me _____ Self-inking Rubber Stamp/s @ \$31.24 each (inc GST).

Enclosed is a cheque for \$_____ (inc GST) made payable to the Commissioner of State Taxation.

I understand that a tax invoice and receipt will be supplied with the stamps.

Print Name

Signature

Date