

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: 95%;" type="text"/>		
Address:	<input style="width: 95%;" type="text"/>		
RevNet Client ID:	<input style="width: 25%;" type="text"/>	RevSA Client No:	<input style="width: 25%;" 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: 20%;" type="text"/>	
	LTO/GRO	<input style="width: 20%;" type="text"/>	
	New CT's	<input style="width: 20%;" type="text"/>	
	TOTAL	<input style="width: 20%;" 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 _____	