



MONTHLY OR QUARTERLY RETURN FOR MUSHROOMS (AGARICUS) (applicable rates from 1 July 2018)

****Call the Levies Management free call number on 1800 020 619 or email levies.management@agriculture.gov.au for assistance completing your return****

1. How to complete your return

- a) Use BLOCK LETTERS and do not use pencil
- b) A street address must be provided in the "business address" field
- c) If your postal address is a post office box or post office bag, provide these details in the "postal address" field
- d) If both addresses are the same, write the words "as above" in the postal address field
- e) Review the form to ensure that all fields are completed accurately and that you have provided your unique LRS number and signed the declaration.

2. How to lodge your return and make a payment

- a) Please refer to the mushroom information page on the department's website for information about how the levy might apply to you. The mushroom information page is available at: agriculture.gov.au/ag-farm-food/levies/rates/mushrooms-agaricus
- b) Alternatively, access [Levies Online](#) to lodge your mushrooms return online.
- c) When you have completed all of the required fields in this form, forward your return together with payment to:

Mail: Department of Agriculture and Water Resources – Levies
Locked Bag 4488
KINGSTON ACT 2604

Email: levies.management@agriculture.gov.au

Fax: 1800 609 150

- d) You can make a payment by electronic funds transfer (EFT):

Bank: Reserve Bank of Australia

BSB: 092 009

Account number: 111 700

Account name: AFFA Official Administered Receipts

Reference: enter prefix 'LRS' followed by your unique LRS number and business name.

Example: LRS12345 AZ Wholesale

- e) You can also make a payment by cheque or money order, made out and mailed to:

Department of Agriculture and Water Resources - Levies

Locked Bag 4488

KINGSTON ACT 2604

3. When do I need to lodge my return and payment

Monthly return

Your monthly return and payment is due within 28 days after the end of the month in which a leviable transaction occurred.

Example: for the month of July, your return and payment is due on or before 28 August.

Quarterly return

Your quarterly return and payment is due within 28 days of the end of September, December, March and June.

Example: for the quarter ending 30 June, your return is due on or before 28 July.

If you pay your levy late you will incur a penalty that is calculated daily at a compounding rate of 2 per cent of the unpaid amount each month, including any penalties you have already accrued, until you have paid the outstanding amount in full.

4. Making a declaration

The declaration on the return form must be completed and signed by:

- a) In the case of an individual – that person
- b) In the case of a body corporate – a company director, company secretary, or a principal officer
- c) In the case of a partnership – one of the partners.



Fields marked with an **asterisk (*)** are mandatory fields that must be completed in accordance with the *Primary Industries Levies and Charges Collection Act 1991* and the *Primary Industries Levies and Charges Regulations 1991*.

LRS Account Number **Month ended*** 20__ __

Quarter ended* 20__ __

Personal information about the person lodging the return

Full name* (please print)

Business address or residential address* (not a post office box or post office bag)
 Postcode

Post office box or post office bag*
 Postcode

Phone number **Fax number**

Email address

Australian Business Number or Australian Company Number*

Method of payment **Cheque** **EFT** **Date deposited**
Levy paid* \$.

Note: Payment of levy not received by the due date may attract late payment penalty. The department does not issue receipts.

Declaration*: I declare that to the best of my knowledge the information contained on this return form and any attachments is correct in every essential detail. **"Giving false or misleading information is a serious offence"**

Full name of declarant* (please print)

Signature*
Date*

Please estimate how long it took for you to complete this return form (minutes)

On completion, forward your return together with the payment to:
Email: levies.management@agriculture.gov.au
Fax: 1800 609 150 , or
Mail to:
 Department of Agriculture and Water Resources – Levies
 Locked Bag 4488
 KINGSTON ACT 2604

OFFICE USE ONLY
Date entered:
Return number:
Signed



Fields marked with an **asterisk (*)** are mandatory fields that must be completed in accordance with the *Primary Industries Levies and Charges Collection Act 1991* and the *Primary Industries Levies and Charges Regulations 1991*.

LRS account number	Month ended*	Quarter ended*
	/ / 20__	/ / 20__

Monthly Return

– **For producers** who produce and use mushroom spawn or acquire mushroom spawn from external/overseas sources, for *Agaricus* mushroom production in Australia in a month.

Levy number	(i) Quantity of mushroom spawn produced, or acquired from external/overseas sources, and used for <i>Agaricus</i> mushroom production in a month *	Total quantity of mushroom spawn produced, or acquired from external/overseas sources, and used for <i>Agaricus</i> mushroom production in Australia in the levy year – <i>year to date financial year.</i> *	(ii) Levy Rate	(i) x (ii) = (iii) A Levy Payable *
122	kgs <input type="text" value="01"/>	kgs <input type="text" value="02"/>	\$4.00/kg	\$

Quarterly Return

– **For sellers** who sell mushroom spawn to buyers and receive from the buyers amounts on account of levy.

Levy number	(iv) Quantity of mushroom spawn sold by the seller in the quarter *	(v) Levy Rate	(iv) x (v) = (vi) Levy Payable *	(vii) Amounts on account of LEVY DUE during quarter BUT NOT RECEIVED by the seller * – i.e. <u>outstanding levy</u> (See Section A overleaf)	(viii) B Amounts on account of LEVY DUE during quarter and RECEIVED by the seller from the sale of mushroom spawn by the due date *
123	kgs <input type="text" value="01"/>	\$4.00/kg	\$	\$ <input type="text" value="07"/>	\$ <input type="text" value="04"/>

Note

Details of outstanding levy **(vii)** must be provided under section A on page 4 of this return.
Details of levy paid late **(ix)** must be provided under section B on page 4 of this return.

For exempt sales – the seller must receive and retain a written notification from the buyer that they do not intend to use the mushroom spawn to produce *Agaricus* mushrooms in Australia.

(ix) C Amounts on account of LEVY RECEIVED by the seller during the quarter AFTER THE DUE DATE * – i.e. <u>levy paid late</u> (See Section B overleaf)
\$ <input type="text" value="05"/>
TOTAL PAYABLE A + B + C
\$ <input type="text"/>

GST is not applied to Australian Government levies.

Payment of levy or charge not received by the due date may attract penalty.

ADDITIONAL MUSHROOM LEVY INFORMATION - required for quarterly returns with outstanding levy and/or late levy payments

Fields marked with an **asterisk (*)** are mandatory fields that must be completed in accordance with the *Primary Industries Levies and Charges Collection Act 1991* and the Primary Industries Levies and Charges Regulations 1991.

Section A

Details of amounts on account of levy due during the quarter but not received (**outstanding levy**)

Voluntary information
(requested by the department)

Must match with amounts provided in **LMU12307**

Quantity of spawn sold *	Full business/trading name of buyer *	Address of buyer *	Buyer ABN/ACN *	Contact Phone	Email Address	Date levy was due *	Amount outstanding *
kgs						/ /	\$.
kgs						/ /	\$.
kgs						/ /	\$.
kgs						/ /	\$.
kgs						/ /	\$.
TOTAL AMOUNT ON ACCOUNT OF <u>LEVY OUTSTANDING</u>							\$.

Section B

Details of amounts on account of levy received after the due date (**levy paid late**)

Voluntary information
(requested by the department)

Must match with amounts provided in **LMU12305**

Quantity of spawn sold *	Full business/trading name of buyer *	Address of buyer *	Buyer ABN/ACN *	Contact Phone	Email Address	Date levy was paid *	Date levy was due *	Amount RECEIVED *
kgs						/ /	/ /	\$.
kgs						/ /	/ /	\$.
kgs						/ /	/ /	\$.
kgs						/ /	/ /	\$.
kgs						/ /	/ /	\$.
TOTAL AMOUNT ON ACCOUNT OF <u>LEVY PAID LATE</u>								\$.



PRIVACY NOTICE

'Personal information' means any information or opinion about an identified individual, or an individual who is reasonably identifiable.

The collection of **mandatory personal information** as denoted by an asterisk (*) is authorised by the *Primary Industries Levies and Charges Collection Act 1991* (the Act) and the Primary Industries Levies and Charges Collection Regulations 1991 for the purpose of administering the mushroom levy. If you do not provide the mandatory information requested in this form, you will be in breach of the Act and the Department of Agriculture and Water Resources may be required to take action.

The department has requested for additional information about mushroom producers. The additional information that is being requested is located in the 'Voluntary information' field on the producer information page of the return form. Providing this information to the department is not required under the Act and is voluntary. Should you choose to complete this part of the return, the information will only be used by the department to enable immediate and effective communication with relevant producers where necessary.

The department may disclose your personal information to industry bodies and levy recipient organisations, and other Australian government agencies, persons or organisations where necessary for the above purposes, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988* (Privacy Act).

The information collected by the return form will be used and stored in accordance with the Australian Privacy Principles. See our Privacy Policy webpage at: agriculture.gov.au/about/privacy to learn more about accessing or correcting personal information or making a complaint. Alternatively, you can telephone the department on 02 6272 3933.