



Return for Cotton and Seed cotton

****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 levy return

- a) If you are completing this form by hand, 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 PO Box or Bag, please 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 submit your return and make a payment

- a) When you have completed all required fields, forward your return together with the 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

- b) You can pay your levy 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

- c) You can also pay your levy 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 submit my return and payment

Your return and payment is due within 28 days after the end of the month in which the levy took place.

For example the return and payment for the month of July is due on or before 28 August.

Where levy/export charge is paid late, penalty will be payable at the rate of 2% per month compounding on the sum of the unpaid amounts, including penalties already accrued.

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.

Cotton Levy and Charge Return

ALL FIELDS ARE MANDATORY

Business details

Full business/trading name		LRS account number
Business address (not a PO Box or Bag)		Month Year
	Postcode	
Postal address (if different to above)		
	Postcode	
Business identifying number (ACN, ABN etc. if applicable)		

Contact officer details	Full name (Please print)	Mr/Mrs/Dr/Ms/Miss	
	Phone number	()	Facsimile number ()
	Email address		

Method of payment (please tick) **Cheque** **EFT** ► Date deposited / /

***Note:** Payment of levy or charge not received by the due date may attract late payment penalty.
The Department of Agriculture and Water Resources - Levies 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)	Mr/Mrs/Dr/Ms/Miss
Signature and date	_____ / ____ / ____
Designation	_____
Please estimate how long it took for you to complete this return form	_____ (hours)

On completion, forward your return together with the payment either by:

Email: levies.management@agriculture.gov.au

Fax: 1800 609 150

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

OFFICE USE ONLY

Date entered

Return number

Signed

LRS account number

Month **Year**

<u>Type</u>		<u>Quantity</u>	<u>Levy/Charge Rate</u>		<u>Levy/Charge Payable</u>
Leviable Cotton (bales)	019 01	<input type="text"/>	x \$2.25/bale	=	\$ <input type="text"/>
Seed Cotton (tonnes)	019 03	<input type="text"/>	x \$4.06/tonne	=	\$ <input type="text"/>
TOTAL LEVY/CHARGE PAYABLE					\$ <input type="text"/>

NOTE: 1 bale = 227kg



Privacy Notice

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

The collection of personal information by the Department of Agriculture and Water Resources (the department) in relation to this Return Form is authorised by the *Primary Industries Levies and Charges Collection Act 1991* (the Act) and is for the purpose of administering horticultural levies and export charges. If you do not provide the relevant personal information requested in this form, you will be in breach of the Act and the department will be required to take the relevant action.

Personal information may be disclosed to other Australian agencies, including industry bodies and levy recipient organisations, and persons or organisations where necessary for the administration of the levy, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*.

Your personal information 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 +61 2 6272 3933.