



Australian Government
**Department of Agriculture,
Water and the Environment**

Cattle and livestock transaction levy user guide

How to complete your monthly return online

July 2021



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1 General information

1.1 Purpose

This document describes the process that a person or business would need to follow to complete their monthly cattle and livestock transaction return online.

For example, if you are a stock agent and have bought or sold cattle or livestock, and either yourself or someone in your organisation is responsible for lodging a return and making a payment to the department, you should use this guide to assist you when completing your return online.

1.2 Who should use this guide?

- Livestock and/or property agents who purchase, sell or deliver cattle and livestock
- Feedlots who purchase, sell or deliver cattle and livestock
- Processors who:
 - slaughters cattle or livestock
 - takes delivery of cattle and holds the cattle for more than 60 days
 - takes delivery of livestock and holds the livestock for more than 30 days
 - has taken delivery of cattle or livestock otherwise than because of a sale to you as the processor (commonly referred to as service kills) or
 - on whose behalf cattle or livestock are slaughtered by or delivered to another processor.

1.3 Legislative authority

The Department of Agriculture, Water and the Environment collects levies and information about the people who pay those levies under the *Primary Industries Levies and Charges Collection Act 1991*.

1.4 Contact us

Levies Management Helpdesk – Technical enquiries

Free call: 1800 020 619

Email: levies.management@awe.gov.au

Mail: Department of Agriculture, Water and the Environment – Levies
Locked Bag 4488
KINGSTON ACT 2604

Melbourne Office - Enquiries for Victoria, Tasmania, and all wine queries across Australia

Free Call: 1800 683 839

Fax (03) 8318 8234

Sydney Office – Enquiries for Australian Capital Territory, New South Wales, and Queensland

Free Call: 1800 625 103

Fax (02) 8334 7135

Adelaide Office - Enquiries for Northern Territory, South Australia and Western Australia

Free Call: 1800 814 961

Fax (08) 8201 6099

2 How do I lodge my return online?

If you are a livestock and/or property agent, a feedlot or a processor you can lodge your monthly return online by upload template, manual entry or system download.

2.1 File upload

If you deal with a medium to large number of levy payers (for example more than 10) you can use the Excel Upload template (refer to section 2.6 for how to complete the upload template). The template is also available on the department's website at: agriculture.gov.au/ag-farm-food/levies/lodging-returns-paying-levies/leviesonline

1. Log into Levies Online [here](#)

Or visit: <https://leviesonline.agriculture.gov.au/lrsonline>

2. Select *My Returns*

Home
My Returns
My Payments
My Account
Logout

New Return

Return Type: All
Return Amount: to
Submitted: to

Return Status: All

Search Cancel

(Returns 1 to 1 of 1)

| Return Ref | Return Type | Return Period | Status/Submitted | Return Amount | Penalty | Owing |
|----------------------------|-----------------------------------------|---------------|------------------|---------------|---------|----------|
| OL-8676443 | Cattle & livestock transactions monthly | May 2021 | 24 Jun 2021 | \$275.00 | \$0.00 | \$275.00 |

Return History
Welcome to Return History

Download Search Download Statement

| | | | |
|----------------|----------|--------|----------|
| Page Totals | \$275.00 | \$0.00 | \$275.00 |
| Account Totals | \$275.00 | \$0.00 | \$275.00 |

3. Select *New Return* and then select the correct *Return Type* and *Period End*, select *Continue*.
For example: *Return type: Cattle & livestock transactions monthly* *Period End: June 2021*

Home
My Returns
My Payments
My Account
Logout

New Return

Return Type: All to Return Status: All

Return Amount: to Submitted: to

New Return

(Returns 1 to 1)

Return Ref: OL-8676443

Return Type: Cattle & livestock transactions monthly

Period End: June 2021

Cancel Continue

| Amount | Penalty | Owing |
|----------|---------|----------|
| \$275.00 | \$0.00 | \$275.00 |

Download Search Download Statement

Page Totals Account Totals \$275.00 \$0.00 \$275.00

4. Download a copy of the template by selecting *Click here*

Home
My Returns
My Payments
My Account
Logout

New Return Manual Entry Submission Complete

Return Form Instructions **Cattle & livestock transactions monthly - Jun 21 - Jun 21**

You are about to be directed to the **Cattle & livestock transactions monthly** return form. Some fields enclosed in this form are mandatory and must be completed to proceed. Non mandatory fields can be left blank and will be treated as zeroes.

Should you have no levy payable for the return period, you may leave the form blank (other than mandatory fields). However where required, statistical data should be completed.

Note: Returns submitted with no levy or statistical data are considered as nil returns.

If you have your Levy Payer Data available in a valid format, you can upload it directly. Alternatively, you can enter your return (including Levy Payer information) manually.

[Click here](#) to download a template for uploading **Cattle & livestock transactions monthly** Levy Payer data.

Cancel Upload File Manual Entry Nil Return

5. Select *Open*

Do you want to open or save **UploadTemplate_20210625_115651.xls** from **dev2012.aladn.com.au?**

Open Save Cancel

6. Upload template will appear

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|----------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------|-------------------------|-------------------------|----------|-------|----------|-----------|------------------------------------|-----------------|------------|
| 1 | Upload Template - Cattle & livestock transactions monthly return | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | Below is the template for a Cattle & livestock transactions monthly return upload with levy payer data. | | | | | | | | | | | |
| 4 | Comments are available for the cells which have a red tag. You can hover your mouse over the cell, or left-click to show the comments. | | | | | | | | | | | |
| 5 | If the comment needs to be resized to see additional text, right-click, edit comment and resize. | | | | | | | | | | | |
| 6 | You can use this template as your file. Remove the Example lines under the column headers below, add your data and save as a .CSV file | | | | | | | | | | | |
| 7 | | | | | | | | | | | | |
| 8 | ABN | Business Name | Phone | Email | Address | Suburb | State | Postcode | ACN | Item Tag | Value1 | Value2 |
| 9 | 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Cattle grass fed | Leviable number | |
| 10 | 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Bobby calves | Leviable number | |
| 11 | 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Cattle lot-fed | Leviable number | |
| 12 | 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Goats | Leviable number | |
| 13 | 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Sheep sale over \$10 per head | Leviable number | |
| 14 | 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Lambs sale over \$75 per head | Leviable number | |
| 15 | 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Sheep delivered not by sale | Leviable number | |
| 16 | 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Lambs delivered not by sale | Leviable number | |
| 17 | 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Sheep sale at \$5 to \$10 per head | Leviable number | Sale value |
| 18 | 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Lambs sale at \$5 to \$75 per head | Leviable number | Sale value |
| 19 | Statistic | | | | | | | | | Total Exempt Cattle | Exempt Number | |
| 20 | Statistic | | | | | | | | | Total Exempt Bobby Calves | Exempt Number | |
| 21 | Statistic | | | | | | | | | Total Exempt Sheep | Exempt Number | |
| 22 | Statistic | | | | | | | | | Total Exempt Lambs | Exempt Number | |
| 23 | Statistic | | | | | | | | | Total Exempt Goats | Exempt Number | |

7. Remove rows 9-23 and complete each levy payer's information

| Upload Template - Cattle & livestock transactions monthly return | | | | | | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------|----------------------|-----------------|----------|-------|----------|-----|------------------------------------|--------|--------|
| Below is the template for a Cattle & livestock transactions monthly return upload with levy payer data. | | | | | | | | | | | |
| Comments are available for the cells which have a red tag. You can hover your mouse over the cell, or left-click to show the comments. | | | | | | | | | | | |
| If the comment needs to be resized to see additional text, right-click, edit comment and resize. | | | | | | | | | | | |
| You can use this template as your file. Remove the Example lines under the column headers below, add your data and save as a .CSV file | | | | | | | | | | | |
| ABN | Business Name | Phone | Email | Address | Suburb | State | Postcode | ACN | Item Tag | Value1 | Value2 |
| 34 190 894 983 | Department of | 02 6272 5555 | levies.management@aw | Locked Bag 4488 | KINGSTOI | ACT | 2604 | | Cattle grass fed | 600 | |
| 34 190 894 983 | Department of | 02 6272 5555 | levies.management@aw | Locked Bag 4488 | KINGSTOI | ACT | 2604 | | Bobby calves | | |
| 34 190 894 983 | Department of | 02 6272 5555 | levies.management@aw | Locked Bag 4488 | KINGSTOI | ACT | 2604 | | Cattle lot-fed | 150 | |
| 34 190 894 983 | Department of | 02 6272 5555 | levies.management@aw | Locked Bag 4488 | KINGSTOI | ACT | 2604 | | Goats | 25 | |
| 34 190 894 983 | Department of | 02 6272 5555 | levies.management@aw | Locked Bag 4488 | KINGSTOI | ACT | 2604 | | Sheep sale over \$10 per head | 50 | |
| 34 190 894 983 | Department of | 02 6272 5555 | levies.management@aw | Locked Bag 4488 | KINGSTOI | ACT | 2604 | | Lambs sale over \$75 per head | 20 | |
| 34 190 894 983 | Department of | 02 6272 5555 | levies.management@aw | Locked Bag 4488 | KINGSTOI | ACT | 2604 | | Sheep delivered not by sale | 30 | |
| 34 190 894 983 | Department of | 02 6272 5555 | levies.management@aw | Locked Bag 4488 | KINGSTOI | ACT | 2604 | | Lambs delivered not by sale | 10 | |
| 34 190 894 983 | Department of | 02 6272 5555 | levies.management@aw | Locked Bag 4488 | KINGSTOI | ACT | 2604 | | Sheep sale at \$5 to \$10 per head | 38 | 323 |
| | Hobby Farmer | | | | | | | | Lambs sale at \$5 to \$75 per head | 55 | 3850 |
| 19 | Statistic | | | | | | | | Total Exempt Cattle | 25 | |
| 20 | Statistic | | | | | | | | Total Exempt Bobby Calves | 2 | |
| 21 | Statistic | | | | | | | | Total Exempt Sheep | 50 | |
| 22 | Statistic | | | | | | | | Total Exempt Lambs | 10 | |
| 23 | Statistic | | | | | | | | Total Exempt Goats | 5 | |

8. Save the file on your own desktop as a CSV file (Comma delimited) (*.csv)

File name: Cattle and Livestock transactions monthly return.csv

Save as type: CSV (Comma delimited) (*.csv)

9. When the template is complete select *Upload File*

Home | My Returns | My Payments | My Account | Logout

New Return > Manual Entry > Submission > Complete

Return Form Instructions

Cattle & livestock transactions monthly - Jun 21 - Jun 21

You are about to be directed to the Cattle & livestock transactions monthly return form. Some fields enclosed in this form are mandatory and must be completed to proceed. Non mandatory fields can be left blank and will be treated as zeroes.

Should you have no levy payable for the return period, you may leave the form blank (other than mandatory fields). However where required, statistical data should be completed.

Note: Returns submitted with no levy or statistical data are considered as nil returns.

If you have your Levy Payer Data available in a valid format, you can upload it directly. Alternatively, you can enter your return (including Levy Payer information) manually.

[Click here](#) to download a template for uploading Cattle & livestock transactions monthly Levy Payer data.

Cancel | Upload File | Manual Entry | Nil Return

10. Select *Browse* and select the CSV file

New Return > Select File > Declaration > Upload > Processing > Complete

CATTLE AND LIVESTOCK GENERIC RETURN - (8676444) Cattle & livestock transactions monthly Return for 01/06/2021 - 30/06/2021

Upload Levy Payer Data

Levy payer data can only be uploaded using a .CSV file. Once the file is successfully uploaded, it will be processed and a return will be created on your behalf. You will receive notification by email and SMS (if you have provided a valid mobile number) once this process is complete, or if there is a problem with the file. This may take up to 24 hours.

The department recommends that you [download this template](#) for your Cattle & livestock transactions monthly return.

Select File Browse

Save and Exit | Back | Delete Return

Please note:

Your file will be initially validated before it is placed in a queue for processing. Large files will take longer to validate.

Processing may take up to 24 hours. You will be notified when processing is complete.

If you're experiencing difficulties, please contact the Levies Online helpdesk on:

1800 022 384 or
leviesonline@awe.gov.au

11. Select *Open*

File name: Cattle and Livestock transactions monthly return.csv

All Files (*.*)

Open | Cancel

12. Select the appropriate *Declaration Officer* from the drop-down menu

Note: If you are unable to locate the declaration officer in the list, follow the instructions in the [Add Contacts into Levies Online](#) section of this guide (see page 57).

The declaration must be signed by, in the case of:

- an individual – that person
- a body corporate – a company director, company secretary, or a principal officer
- a partnership – one of the partners
- a person authorised in writing to act on behalf of any of the above.

The screenshot shows the 'Declaration' step of the 'CATTLE AND LIVESTOCK GENERIC RETURN - (8676444)' process. The progress bar at the top indicates the current step is 'Declaration'. The main form area is titled 'Upload Levy Payer Data'. It contains a table with the following information:

| | | | |
|----------------------------|---------------------------------|----------------------|-----------------------------------------|
| Declaration Officer | | Reference | OL-8676444 |
| Address | PARKES PLACE PARKES ACT 2600 | Return Type | Cattle & livestock transactions monthly |
| Phone | 18 0002 0619 | Return Period | Jun 2021-Jun 2021 |
| ABN | 34 190 894 983 | Due Date | 28 Aug 2021 |

Below the table, there is a 'Select File' field with the text 'Cattle and Livestock transactions monthly return.csv' and a 'Browse' button. The 'Declaration Officer' dropdown menu is highlighted with a red circle and shows 'LEVY PAYER' as the selected option. To the right of the dropdown is an information icon. Below the dropdown is a declaration statement: 'I declare that the information on this page, including the file that is being uploaded, forms my return in accordance with Primary Industries Levies and Charges Collection Act 1991 and Primary Industries Levies and Charges Collection Regulations 1991, and is correct in every essential detail.' To the right of this statement are two buttons: 'I Declare' and 'Upload File'. At the bottom left are three buttons: 'Save and Exit', 'Back', and 'Delete Return'. On the right side of the form, there is a 'Please note:' box with the following text: 'Your file will be initially validated before it is placed in a queue for processing. Large files will take longer to validate. Processing may take up to 24 hours. You will be notified when processing is complete. If you're experiencing difficulties, please contact the Levies Online helpdesk on: 1800 022 384 or leviesonline@awe.gov.au'.

13. Select *I Declare*

The screenshot shows the 'Declaration' step of the 'CATTLE AND LIVESTOCK GENERIC RETURN - (8676444)' process. The progress bar at the top indicates the current step is 'Declaration'. The main form area is titled 'Upload Levy Payer Data'. It contains a table with the following information:

| | | | |
|----------------------------|---------------------------------|----------------------|-----------------------------------------|
| Declaration Officer | LEVY PAYER | Reference | OL-8676444 |
| Address | PARKES PLACE PARKES ACT 2600 | Return Type | Cattle & livestock transactions monthly |
| Phone | 18 0002 0619 | Return Period | Jun 2021-Jun 2021 |
| ABN | 34 190 894 983 | Due Date | 28 Aug 2021 |

Below the table, there is a 'Select File' field with the text 'Cattle and Livestock transactions monthly return.csv' and a 'Browse' button. The 'Declaration Officer' dropdown menu is highlighted with a red circle and shows 'LEVY PAYER' as the selected option. To the right of the dropdown is an information icon. Below the dropdown is a declaration statement: 'I declare that the information on this page, including the file that is being uploaded, forms my return in accordance with Primary Industries Levies and Charges Collection Act 1991 and Primary Industries Levies and Charges Collection Regulations 1991, and is correct in every essential detail.' To the right of this statement are two buttons: 'I Declare' and 'Upload File'. The 'I Declare' button is highlighted with a red circle. At the bottom left are three buttons: 'Save and Exit', 'Back', and 'Delete Return'. On the right side of the form, there is a 'Please note:' box with the following text: 'Your file will be initially validated before it is placed in a queue for processing. Large files will take longer to validate. Processing may take up to 24 hours. You will be notified when processing is complete. If you're experiencing difficulties, please contact the Levies Online helpdesk on: 1800 022 384 or leviesonline@awe.gov.au'.

14. Select Upload File

New Return
Select File
Declaration
Upload
Processing
Complete

CATTLE AND LIVESTOCK GENERIC RETURN - (8676444)
Cattle & livestock transactions monthly Return for 01/06/2021 - 30/06/2021

Upload Levy Payer Data

| | | | |
|---------------------|---------------------------------|---------------|-----------------------------------------|
| Declaration Officer | LEVY PAYER | Reference | OL-8676444 |
| Address | PARKES PLACE PARKES ACT 2600 | Return Type | Cattle & livestock transactions monthly |
| Phone | 18 0002 0619 | Return Period | Jun 2021-Jun 2021 |
| ABN | 34 190 894 983 | Due Date | 28 Aug 2021 |

Select File
Cattle and Livestock transactions monthly return.csv
Browse

Declaration Officer
LEVY PAYER

I declare that the information on this page, including the file that is being uploaded, forms my return in accordance with *Primary Industries Levies and Charges Collection Act 1991* and *Primary Industries Levies and Charges Collection Regulations 1991*, and is correct in every essential detail.
I Declare
Upload File

Save and Exit
Back
Delete Return

Please note:

Your file will be initially validated before it is placed in a queue for processing. Large files will take longer to validate.

Processing may take up to 24 hours. You will be notified when processing is complete.

If you're experiencing difficulties, please contact the Levies Online helpdesk on:

1800 022 384 or
leviesonline@awe.gov.au

15. If you are unable to obtain any or all levy payer information you must declare a 'reasonable excuse' before you can complete the file upload. More information about declaring a reasonable excuse can be found on the department's website at: agriculture.gov.au/ag-farm-food/levies/levy-payer-registers/faqs#what-if-i-dont-have-the-right-information-about-levy-payers.

16. Information about *reasonable excuse* will appear

Amend Return
CATTLE AND LIVESTOCK
Upload Levy

Declaration

I declare that to the best of my knowledge the information contained on this levy return form and attachments is correct. Giving false or misleading information is a criminal offence.

Provision of Levy Payer Information Details

It is a legislative requirement to provide, in respect of each levy payer to which the return relates, the following **levy payer information**: name, address contact details (phone numbers and/or email addresses), ABN (if any) and ACN (if any).

If you have not provided all the required levy payers' details you must declare below that you are unable to provide all or some of the levy payer information but that you have a reasonable excuse.

It is an offence of strict liability under subsection 24(1) of the *Primary Industries Levies Charges and Collections Act 1991 (Act)* to refuse or fail to give a return or information that you are required to give under the Act. If you fail to provide the information required under subregulations 10 (4A) and (4B) of the *Primary Industries Levies and Charges Collection Regulations 1991* (Collection Regulations) without a reasonable excuse, you may be subject to criminal prosecution.

Ultimately, whether a person has a 'reasonable excuse' will depend on the facts and circumstances of the individual case. Accordingly, it will be important for the person to acknowledge they are unable to provide the information required by the Collection Regulations and that they have a reasonable excuse, and to keep records about their reasonable excuse.

- For example, a 'reasonable excuse' to not provide the levy payer information may include that a person has put in place effective arrangements to meet legislative requirements for collecting and providing levy payer details – for example, evidenced by updated enterprise systems and/or processes; but is still not able to obtain the relevant information.

☐ I have not provided all levy payers information required under the Collection Regulations and declare that I am unable to provide the levy payer information which is missing but I have a reasonable excuse.

Continue with Submission
Cancel Submission

17. Select the *tick box* and then select *Continue with Submission*

Declaration

I declare that to the best of my knowledge the information contained on this levy return form and attachments is correct. Giving false or misleading information is a criminal offence.

Provision of Levy Payer Information Details

It is a legislative requirement to provide, in respect of each levy payer to which the return relates, the following **levy payer information**: name, address contact details (phone numbers and/or email addresses), ABN (if any) and ACN (if any).

If you have not provided all the required levy payers' details you must declare below that you are unable to provide all or some of the levy payer information but that you have a reasonable excuse.

It is an offence of strict liability under subsection 24(1) of the *Primary Industries Levies Charges and Collections Act 1991 (Act)* to refuse or fail to give a return or information that you are required to give under the Act. If you fail to provide the information required under subregulations 10 (4A) and (4B) of the *Primary Industries Levies and Charges Collection Regulations 1991 (Collection Regulations)* without a reasonable excuse, you may be subject to criminal prosecution.

Ultimately, whether a person has a 'reasonable excuse' will depend on the facts and circumstances of the individual case. Accordingly, it will be important for the person to acknowledge they are unable to provide the information required by the Collection Regulations and that they have a reasonable excuse, and to keep records about their reasonable excuse.

- For example, a 'reasonable excuse' to not provide the levy payer information may include that a person has put in place effective arrangements to meet legislative requirements for collecting and providing levy payer details – for example, evidenced by updated enterprise systems and/or processes; but is still not able to obtain the relevant information.

☒ I have not provided all levy payers information required under the Collection Regulations and declare that I am unable to provide the levy payer information which is missing but I have a reasonable excuse.

Continue with Submission**Cancel Submission**

Note: If you are unable to view the *Continue with Submission* button, click the CTRL button on your keyboard then roll your mouse wheel down to reduce the page size.

Alternatively, you could click the CTRL button on the keyboard and then use the + or – keys.

18. Upload complete box will be displayed, select *Ok*

New Return > Select File > Declaration > Upload > Processing > Complete

CATTLE AND LIVESTOCK GENERIC RETURN - (8676444)Cattle & livestock transactions monthly Return for 01/06/2021 - 30/06/2021


Upload Levy Payer Data

Levy payer data can only be uploaded using a .CSV file. Or return will be created on your behalf. You will receive not number) once this process is complete, or if there is a pro

The department recommends that you [download this test](#)

Select File

Save and Exit Back Delete Return

**Upload Complete**

Your file has been uploaded and placed in a queue for processing, if successful your return will be submitted, if unsuccessful you will need to resubmit.

Please be aware that processing could take up to 24 hours to complete. You will be notified by email and SMS when this occurs.

Please note that payment can be made at any time before the due date.

OK

Please note:

Your file will be initially validated before it is placed in a queue for processing. Large files will take longer to validate.

Processing may take up to 24 hours. You will be notified when processing is complete.

If you're experiencing difficulties, please contact the Levies Online helpdesk on:

1800 022 384 or leviesonline@awe.gov.au

19. You will be automatically re-directed to the My Returns screen where you should see that the return has been created and is being processed by the system

| Return Ref | Return Type | Return Period | Status/Submitted | Return Amount | Penalty | Owing |
|----------------------------|-----------------------------------------|---------------|------------------|---------------|---------|------------|
| OL-8676444 | Cattle & livestock transactions monthly | Jun 2021 | 25 Jun 2021 | \$3,901.39 | \$0.00 | \$3,901.39 |
| OL-8676443 | Cattle & livestock transactions monthly | May 2021 | 24 Jun 2021 | \$275.00 | \$0.00 | \$275.00 |

| | | | |
|----------------|------------|--------|------------|
| Page Totals | \$4,176.39 | \$0.00 | \$4,176.39 |
| Account Totals | \$4,176.39 | \$0.00 | \$4,176.39 |

20. How will I know when my file is processed?

It normally takes a few minutes for the file to be processed, however in some cases it could take up to 24 hours from the time you uploaded the file. You will receive an email when the process is complete.

There are 3 different statuses that could be shown in the Status/Submitted column, including:

Processing

The system will continue processing the file and will send an email to the nominated email address. No further action is required, you can log out.

Error

An error has been identified in the uploaded file. The system will send an email to the nominated email address advising that an issue has been identified.

Follow the instructions in [How to view the Error File](#) to identify the issue and re-upload the file (see page 62).

Date Stamp

The file has uploaded successfully and there is no further action required. The system will send an email to the nominated email address.

2.2 How to amend a return via upload

1. Select the *pencil icon* on the right of the screen

Home | New Return

My Returns | My Payments | My Account | Logout

Return Type: All | Return Status: All

Return Amount: [] to []

Submitted: [] to []

Search | Cancel

(Returns 1 to 2 of 2)

| Return Ref | Return Type | Return Period | Status/Submitted | Return Amount | Penalty | Owing | |
|----------------------------|-----------------------------------------|---------------|------------------|---------------|---------|------------|--|
| OL-8676444 | Cattle & livestock transactions monthly | Jun 2021 | 25 Jun 2021 | \$3,901.39 | \$0.00 | \$3,901.39 | |
| OL-8676443 | Cattle & livestock transactions monthly | May 2021 | 24 Jun 2021 | \$284.43 | \$0.00 | \$284.43 | |

Download Search | Download Statement

Page Totals: \$4,185.82 | Account Totals: \$4,185.82

2. Select Yes when asked “Do you want to amend this return?”

Do you want to amend this return?

No | Yes

3. Select *Browse* and select the CSV file

AmendReturn > Select File > Declaration > Upload > Processing > Complete

CATTLE AND LIVESTOCK GENERIC RETURN - (8676444) | Cattle & livestock transactions monthly Return for 01/06/2021 - 30/06/2021

Upload Levy Payer Data

Levy payer data can only be uploaded using a .CSV file. Once the file is successfully uploaded, it will be processed and a return will be created on your behalf. You will receive notification by email and SMS (if you have provided a valid mobile number) once this process is complete, or if there is a problem with the file. This may take up to 24 hours.

The department recommends that you [download this template](#) for your Cattle & livestock transactions monthly return.

Select File [] **Browse**

Back | Cancel Amendment

Please note:

Your file will be initially validated before it is placed in a queue for processing. Large files will take longer to validate.

Processing may take up to 24 hours. You will be notified when processing is complete.

If you're experiencing difficulties, please contact the Levies Online helpdesk on:

1800 022 384 or leviesonline@awe.gov.au

4. Select *Open*

File name: Amended Cattle and Livestock transactions monthly return.csv

All Files (*.*)

Open | Cancel

5. Select the appropriate *Declaration Officer* from the drop-down menu

Note: If you are unable to locate the declaration officer in the list, follow the instructions in the [Add contacts into Levies Online](#) section of this guide (see page 57).

The declaration must be signed by, in the case of:

- an individual – that person
- a body corporate – a company director, company secretary, or a principal officer
- a partnership – one of the partners
- a person authorised in writing to act on behalf of any of the above.

The screenshot shows the 'Declaration' step of the 'AmendReturn' process. The breadcrumb trail at the top is: AmendReturn > Select File > Declaration > Upload > Processing > Complete. The main header displays 'CATTLE AND LIVESTOCK GENERIC RETURN - (8676444)' and 'Cattle & livestock transactions monthly Return for 01/06/2021 - 30/06/2021'. The 'Upload Levy Payer Data' section contains a table with the following details:

| | | | |
|---------------------|---------------------------------|---------------|-----------------------------------------|
| Declaration Officer | | Reference | OL-8676444 |
| Address | PARKES PLACE PARKES ACT 2600 | Return Type | Cattle & livestock transactions monthly |
| Phone | 18 0002 0619 | Return Period | Jun 2021-Jun 2021 |
| ABN | 34 190 894 983 | Due Date | 28 Aug 2021 |

Below the table, the 'Select File' dropdown is set to 'Amended Cattle and Livestock transactions monthly return.csv'. The 'Declaration Officer' dropdown menu is highlighted with a red circle. To the right, a 'Please note' box states: 'Your file will be initially validated before it is placed in a queue for processing. Large files will take longer to validate. Processing may take up to 24 hours. You will be notified when processing is complete. If you're experiencing difficulties, please contact the Levies Online helpdesk on: 1800 022 384 or leviesonline@awe.gov.au'. At the bottom, there are buttons for 'Back', 'Cancel Amendment', 'I Declare' (highlighted with a red circle), and 'Upload File'.

6. Select *I Declare*

The screenshot shows the 'Declaration' step of the 'AmendReturn' process. The breadcrumb trail at the top is: AmendReturn > Select File > Declaration > Upload > Processing > Complete. The main header displays 'CATTLE AND LIVESTOCK GENERIC RETURN - (8676444)' and 'Cattle & livestock transactions monthly Return for 01/06/2021 - 30/06/2021'. The 'Upload Levy Payer Data' section contains a table with the following details:

| | | | |
|---------------------|---------------------------------|---------------|-----------------------------------------|
| Declaration Officer | LEVY PAYER | Reference | OL-8676444 |
| Address | PARKES PLACE PARKES ACT 2600 | Return Type | Cattle & livestock transactions monthly |
| Phone | 18 0002 0619 | Return Period | Jun 2021-Jun 2021 |
| ABN | 34 190 894 983 | Due Date | 28 Aug 2021 |

Below the table, the 'Select File' dropdown is set to 'Amended Cattle and Livestock transactions monthly return.csv'. The 'Declaration Officer' dropdown menu is highlighted with a red circle. To the right, a 'Please note' box states: 'Your file will be initially validated before it is placed in a queue for processing. Large files will take longer to validate. Processing may take up to 24 hours. You will be notified when processing is complete. If you're experiencing difficulties, please contact the Levies Online helpdesk on: 1800 022 384 or leviesonline@awe.gov.au'. At the bottom, there are buttons for 'Back', 'Cancel Amendment', 'I Declare' (highlighted with a red circle), and 'Upload File'.

7. Select Upload File

AmendReturn
Select File
Declaration
Upload
Processing
Complete

CATTLE AND LIVESTOCK GENERIC RETURN - (8676444)
Cattle & livestock transactions monthly Return for 01/06/2021 - 30/06/2021

Upload Levy Payer Data

| | | | |
|---------------------|---------------------------------|---------------|-----------------------------------------|
| Declaration Officer | LEVY PAYER | Reference | OL-8676444 |
| Address | PARKES PLACE PARKES ACT 2600 | Return Type | Cattle & livestock transactions monthly |
| Phone | 18 0002 0619 | Return Period | Jun 2021-Jun 2021 |
| ABN | 34 190 894 983 | Due Date | 28 Aug 2021 |

Select File
Amended Cattle and Livestock transactions monthly return.csv
Browse

Declaration Officer
LEVY PAYER

I declare that the information on this page, including the file that is being uploaded, forms my return in accordance with *Primary Industries Levies and Charges Collection Act 1991* and *Primary Industries Levies and Charges Collection Regulations 1991*, and is correct in every essential detail.

I Declare
Upload File

Back
Cancel Amendment

Please note:

Your file will be initially validated before it is placed in a queue for processing. Large files will take longer to validate.

Processing may take up to 24 hours. You will be notified when processing is complete.

If you're experiencing difficulties, please contact the Levies Online helpdesk on:

1800 022 384 or
leviesonline@awe.gov.au

- If you are unable to obtain any or all levy payer information you must declare a '*reasonable excuse*' before you can complete the file upload
- Information about *reasonable excuse* will appear

AmendReturn
CATTLE AND LIVESTOCK
Upload Levy

Declaration

I declare that to the best of my knowledge the information contained on this levy return form and attachments is correct. Giving false or misleading information is a criminal offence.

Provision of Levy Payer Information Details

It is a legislative requirement to provide, in respect of each levy payer to which the return relates, the following **levy payer information**: name, address contact details (phone numbers and/or email addresses), ABN (if any) and ACN (if any).

If you have not provided all the required levy payers' details you must declare below that you are unable to provide all or some of the levy payer information but that you have a reasonable excuse.

It is an offence of strict liability under subsection 24(1) of the *Primary Industries Levies Charges and Collections Act 1991 (Act)* to refuse or fail to give a return or information that you are required to give under the Act. If you fail to provide the information required under subregulations 10 (4A) and (4B) of the *Primary Industries Levies and Charges Collection Regulations 1991* (Collection Regulations) without a reasonable excuse, you may be subject to criminal prosecution.

Ultimately, whether a person has a 'reasonable excuse' will depend on the facts and circumstances of the individual case. Accordingly, it will be important for the person to acknowledge they are unable to provide the information required by the Collection Regulations and that they have a reasonable excuse, and to keep records about their reasonable excuse.

- For example, a 'reasonable excuse' to not provide the levy payer information may include that a person has put in place effective arrangements to meet legislative requirements for collecting and providing levy payer details – for example, evidenced by updated enterprise systems and/or processes; but is still not able to obtain the relevant information.

☐ I have not provided all levy payers information required under the Collection Regulations and declare that I am unable to provide the levy payer information which is missing but I have a reasonable excuse.

Continue with Submission
Cancel Submission

10. Select the *tick box* and then select *Continue with Submission*

Declaration

I declare that to the best of my knowledge the information contained on this levy return form and attachments is correct. Giving false or misleading information is a criminal offence.

Provision of Levy Payer Information Details

It is a legislative requirement to provide, in respect of each levy payer to which the return relates, the following **levy payer information**: name, address contact details (phone numbers and/or email addresses), ABN (if any) and ACN (if any).

If you have not provided all the required levy payers' details you must declare below that you are unable to provide all or some of the levy payer information but that you have a reasonable excuse.

It is an offence of strict liability under subsection 24(1) of the *Primary Industries Levies Charges and Collections Act 1991* (**Act**) to refuse or fail to give a return or information that you are required to give under the Act. If you fail to provide the information required under subregulations 10 (4A) and (4B) of the *Primary Industries Levies and Charges Collection Regulations 1991* (Collection Regulations) without a reasonable excuse, you may be subject to criminal prosecution.

Ultimately, whether a person has a 'reasonable excuse' will depend on the facts and circumstances of the individual case. Accordingly, it will be important for the person to acknowledge they are unable to provide the information required by the Collection Regulations and that they have a reasonable excuse, and to keep records about their reasonable excuse.

- For example, a 'reasonable excuse' to not provide the levy payer information may include that a person has put in place effective arrangements to meet legislative requirements for collecting and providing levy payer details – for example, evidenced by updated enterprise systems and/or processes; but is still not able to obtain the relevant information.

☒ I have not provided all levy payers information required under the Collection Regulations and declare that I am unable to provide the levy payer information which is missing but I have a reasonable excuse.

Continue with Submission**Cancel Submission**

Note: If you are unable to view the *Continue with Submission* button, click the CTRL button on your keyboard then roll your mouse wheel down to reduce the page size.

Alternatively, you could click the CTRL button on the keyboard and then use the + or – keys.

11. *Upload complete* box will be displayed, select *Ok*

AmendReturn > Select File > Declaration > Upload > Processing > Complete

CATTLE AND LIVESTOCK GENERIC RETURN - (8676444) Cattle & livestock transactions monthly Return for 01/06/2021 - 30/06/2021


Upload Levy Payer Data

Levy payer data can only be uploaded using a .CSV file. Once the return is created on your behalf, you will receive notification (via email and/or SMS) once this process is complete, or if there is a problem.

The department recommends that you [download this template](#).

Select File

Back **Cancel Amendment**

**Upload Complete**

Your file has been uploaded and placed in a queue for processing, if successful your return will be submitted, if unsuccessful you will need to resubmit.

Please be aware that processing could take up to 24 hours to complete. You will be notified by email and SMS when this occurs.

Please note that payment can be made at any time before the due date.

OK

Please note:

Your file will be initially validated before it is placed in a queue for processing. Large files will take longer to validate.

Processing may take up to 24 hours. You will be notified when processing is complete.

If you're experiencing difficulties, please contact the Levies Online helpdesk on:

1800 022 384 or leviesonline@awe.gov.au

12. You will be automatically re-directed to the My Returns screen where you should see that the return has been created and has the status of *processing*

13. How will I know when my file is processed?

It normally takes a few minutes for the file to be processed, however in some cases it could take up to 24 hours from the time you uploaded the file. You will receive an email when the process is complete.

There are 3 different statuses that could be shown in the Status/Submitted column, including:

Processing

The system will continue processing the file and will send an email to the nominated email address. No further action is required, you can log out.

Error

An error has been identified in the uploaded file. The system will send an email to the nominated email address advising that an issue has been identified.

Follow the instructions in [How to view the Error File](#) to identify the issue and re-upload the file (see page 62).

Date Stamp

The file has uploaded successfully and there is no further action required. The system will send an email to the nominated email address.

2.3 Manual entry

If you have dealt with only a small number of levy payers (for example 1 to 10) you can enter information about the levy payers you dealt with manually, into Levies Online.

1. Log into Levies Online [here](#)

Or visit: <https://leviesonline.agriculture.gov.au/lrsonline>

2. Select *My Returns*

Home

My Returns

My Payments

My Account

Logout

New Return

Return Type: [dropdown] Return Status: [All]

Return Amount: [] to []

Submitted: [] to []

Search Cancel

| Return Ref | Return Type | Return Period | Status/Submitted | Return Amount | Penalty | Owing |
|----------------------------------|-------------|---------------|------------------|---------------|---------|-------|
| Your search returned no results! | | | | | | |

Return History

Welcome to Return History

3. Select *New Return* and then select the correct *Return Type* and *Period End*

Home

New Return

My Returns

My Payments

My Account

Logout

New Return

Return Type: [Cattle & livestock transactions monthly] Return Status: [All]

Return Amount: [] to []

Submitted: [] to []

Search Cancel

| Return Ref | Return Type | Return Period | Status/Submitted | Return Amount | Penalty | Owing |
|----------------------------------|-------------|---------------|------------------|---------------|---------|-------|
| Your search returned no results! | | | | | | |

Return History

Welcome to Return History

Cancel Continue

Download Search Download Statement

Page Totals \$0.00 \$0.00 \$0.00

Account Totals \$0.00 \$0.00 \$0.00

4. Select *Continue*

The screenshot shows the 'New Return' form. On the left is a navigation menu with 'Home', 'My Returns', 'My Payments', 'My Account', and 'Logout'. Below it is a 'Return History' section with 'Welcome to Return History'. The main form area has a 'New Return' header and a 'Return Ref' table. The 'Return Type' is set to 'Cattle & livestock transactions monthly' and the 'Period End' is 'May 2021'. At the bottom right, the 'Continue' button is circled in red. Below the form is a table with 'Page Totals' and 'Account Totals'.

| Return Ref | Return Amount | Penalty | Owing |
|------------|---------------|---------|-------|
| | | | |

| | | | |
|----------------|--------|--------|--------|
| Page Totals | \$0.00 | \$0.00 | \$0.00 |
| Account Totals | \$0.00 | \$0.00 | \$0.00 |

5. Select *Manual Entry*

The screenshot shows the 'Return Form Instructions' page. At the top is a progress bar with 'New Return', 'Manual Entry', 'Submission', and 'Complete'. The page title is 'Cattle & livestock transactions monthly - May 21 - May 21'. The instructions state that some fields are mandatory and must be completed. A note mentions that returns with no levy or statistical data are considered as nil returns. At the bottom, the 'Manual Entry' button is circled in red.

Return Form Instructions **Cattle & livestock transactions monthly - May 21 - May 21**

You are about to be directed to the **Cattle & livestock transactions monthly** return form. Some fields enclosed in this form are mandatory and must be completed to proceed. Non mandatory fields can be left blank and will be treated as zeroes.

Should you have no levy payable for the return period, you may leave the form blank (other than mandatory fields). However where required, statistical data should be completed.

Note: Returns submitted with no levy or statistical data are considered as nil returns.

If you have your Levy Payer Data available in a valid format, you can upload it directly. Alternatively, you can enter your return (including Levy Payer information) manually.

[Click here](#) to download a template for uploading **Cattle & livestock transactions monthly Levy Payer data**.

Buttons: Cancel, Upload File, **Manual Entry** (circled in red), Nil Return

6. Enter in the details of the producer, select *Save Levy Payer*

The screenshot shows the 'Add/Edit Levy Payer' form. At the top is a progress bar with 'New Return', 'Manual Entry', 'Submission', and 'Complete'. The page title is 'CATTLE AND LIVESTOCK GENERIC RETURN (72493)'. The form contains fields for 'ABN', 'Business Name', 'Phone No', 'Email', 'Business Address', 'Suburb', 'State', and 'Postcode'. The 'Save Levy Payer' button is circled in red.

Add/Edit Levy Payer

Enter Levy Payer details in the fields below. If you have entered a new Levy Payer or a Levy Payer without an ABN select the **Save Levy Payer** button. If you have used an ABN before, Levy Payer details will automatically populate when you tab from the ABN field.

| ABN | Business Name | Phone No | Email | Business Address | Suburb | State | Postcode |
|-------------|----------------------|------------|---------------------|------------------|----------|-------|----------|
| 34190894983 | DEPARTMENT OF AGRICU | 0262724174 | levies.management@a | LOCKED BAG 4488 | KINGSTON | ACT | 2604 |

Buttons: Cancel, Upload Levy Payer Data, Download Levy Payer Data in Return Format, **Save Levy Payer** (circled in red), Next Step

7. Select the *Levy/Commodity* that is relevant to the producer

New Return **Manual Entry** Submission Complete

CATTLE AND LIVESTOCK GENERIC RETURN (72493) Cattle & livestock transactions monthly Return for May 2021 - May 2021 (8676443)


Add/Edit Levy Payer

Enter Levy Payer details in the fields below. If you have entered a new Levy Payer or a Levy Payer without an ABN select the **Save Levy Payer** button. If you have used an ABN before, Levy Payer details will automatically populate when you tab from the ABN field.

ABN: 34190894983 Business Name: DEPARTMENT OF AGRICULTURE Phone No: 0262724174 Email: levies.management@a Business Address: LOCKED BAG 4488 Suburb: KINGSTON State: ACT Postcode: 2604 **New Levy Payer** **Save Levy Payer**

ACN:

Enter return data for the Levy Payer above by selecting the Levy/Commodity from the dropdown list. View more information about the selected Levy/Commodity by clicking on the information icon. Upon entering the data the total Levy Payable is displayed. Select **Save Data** and repeat until all Levy/Commodities for that Levy Payer are entered. Click the **New Levy Payer** button to enter details for another Levy Payer or **Next Step** if complete.

Levy/Commodity  Save Data

- Cattle grass fed
- Bobby calves
- Cattle lot-fed
- Goats
- Sheep sale over \$10 per head
- Lambs sale over \$75 per head
- Sheep delivered not by sale
- Lambs delivered not by sale
- Sheep sale at \$5 to \$10 per head
- Lambs sale at \$5 to \$75 per head

Cancel Upload Levy Payer Data Download Levy Payer Data in Return Format Next Step

8. Enter in the *Leviable number* of cattle or livestock and select *Save Data*

New Return **Manual Entry** Submission Complete

CATTLE AND LIVESTOCK GENERIC RETURN (72493) Cattle & livestock transactions monthly Return for May 2021 - May 2021 (8676443)


Add/Edit Levy Payer


Enter Levy Payer details in the fields below. If you have entered a new Levy Payer or a Levy Payer without an ABN select the **Save Levy Payer** button. If you have used an ABN before, Levy Payer details will automatically populate when you tab from the ABN field.

ABN: 34190894983 Business Name: DEPARTMENT OF AGRICULTURE Phone No: 0262724174 Email: levies.management@a Business Address: LOCKED BAG 4488 Suburb: KINGSTON State: ACT Postcode: 2604 **New Levy Payer** **Save Levy Payer**

ACN:

Enter return data for the Levy Payer above by selecting the Levy/Commodity from the dropdown list. View more information about the selected Levy/Commodity by clicking on the information icon. Upon entering the data the total Levy Payable is displayed. Select **Save Data** and repeat until all Levy/Commodities for that Levy Payer are entered. Click the **New Levy Payer** button to enter details for another Levy Payer or **Next Step** if complete.

Levy/Commodity  Leviable number Rate Levy Payable

Cattle grass fed  25 5.0 \$125.00 **Save Data**

Cancel Upload Levy Payer Data Download Levy Payer Data in Return Format Next Step

9. To enter another commodity against the same producer select *Levy/Commodity* and enter the relevant information and repeat steps 7 to 8

10. To enter details about another producer, select *New Levy Payer* and repeat steps 6-10 until all producers have been entered, and then select *Next Step*

New Return **Manual Entry** **Submission** **Complete**

CATTLE AND LIVESTOCK GENERIC RETURN (72493) Cattle & livestock transactions monthly Return for May 2021 - May 2021 (8676443)

Add/Edit Levy Payer

Enter Levy Payer details in the fields below. If you have entered a new Levy Payer or a Levy Payer without an ABN select the **Save Levy Payer** button. If you have used an ABN before, Levy Payer details will automatically populate when you tab from the ABN field.

ABN: 34190894983 Business Name: DEPARTMENT OF AGRICULTURE Phone No: 0262724174 Email: levies.management@a... Business Address: LOCKED BAG 4488 Suburb: KINGSTON State: ACT Postcode: 2604 **New Levy Payer** Save Levy Payer

ACN:

Enter return data for the Levy Payer above by selecting the Levy/Commodity from the dropdown list. View more information about the selected Levy/Commodity by clicking on the information icon. Upon entering the data the total Levy Payable is displayed. Select **Save Data** and repeat until all Levy/Commodities for that Levy Payer are entered. Click the **New Levy Payer** button to enter details for another Levy Payer or **Next Step** if complete.

Levy/Commodity: Save Data

| Levy/Commodity | Leviable number | Rate | Levy Payable |
|------------------------------------------------------|-----------------|------|--------------|
| <input checked="" type="checkbox"/> Cattle grass fed | 25 | 5.0 | \$125.00 |

Total Levy Payable \$125.00

Cancel Upload Levy Payer Data Download Levy Payer Data in Return Format **Next Step**

11. If you have exempt transactions select *Yes*, if not select *No*

Do you have statistics to add or edit for example, exempt transactions?

Yes **No**

12. If you answered yes to having exempt transactions to record, select *Add Statistic* for the relevant commodity

New Return
Manual Entry
Submission
Complete

CATTLE AND LIVESTOCK GENERIC RETURN (72493)
Cattle & livestock transactions monthly Return for May 2021 - May 2021 (8676443)

Add/Edit Levy Payer

Enter Levy Payer details in the fields below. If you have entered a new Levy Payer or a Levy Payer without an ABN select the **Save Levy Payer** button. If you have used an ABN before, Levy Payer details will automatically populate when you tab from the ABN field.

| | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|-----------------------------------------------|----------------------|--------------------------------|----------------------|------------------------------------------------|
| ABN | Business Name | Phone No | Email | Business Address | Suburb | State | Postcode | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="ENTER A LOCATION"/> | <input type="text"/> | <input type="text" value="v"/> | <input type="text"/> | <input type="button" value="Save Levy Payer"/> |

ACN

Statistics (not related to any levy payer)

To provide statistics not related to a Levy Payer e.g. exempt transactions, click **Add Statistic** against the relevant category. Click on information icons for more information. Entered statistics can be edited by clicking the pencil icon or deleted by selecting the red X.

| Statistics/Exempt Transactions | Exempt Number |
|--------------------------------|-------------------------------|
| Total Exempt Cattle | Add Statistic |
| Total Exempt Bobby Calves | Add Statistic |
| Total Exempt Sheep | Add Statistic |
| Total Exempt Lambs | Add Statistic |
| Total Exempt Goats | Add Statistic |

| Levy/Commodity | Leviable number | Rate | Levy Payable |
|-------------------------------------------------------------------|-----------------|------|--------------|
| <input checked="" type="checkbox"/> Cattle grass fed | 25 | 5.0 | \$125.00 |
| <input checked="" type="checkbox"/> Lambs sale over \$75 per head | 100 | 1.5 | \$150.00 |
| Total Levy Payable | | | \$275.00 |

13. Enter in the number of exempt transactions and then select *Save Data* and then select *Next Step*

New Return > **Manual Entry** > **Submission** > **Complete**

CATTLE AND LIVESTOCK GENERIC RETURN (72493) Cattle & livestock transactions monthly Return for May 2021 - May 2021 (8676443)

Add/Edit Levy Payer

Enter Levy Payer details in the fields below. If you have entered a new Levy Payer or a Levy Payer without an ABN select the **Save Levy Payer** button. If you have used an ABN before, Levy Payer details will automatically populate when you tab from the ABN field.

ABN Business Name Phone No Email Business Address Suburb State Postcode **Save Levy Payer**

Statistics (not related to a levy payer)

The Statistic field below displays the selected statistic name. Click on the information icon for more information. Enter your statistical data in the data entry field below and select **Save Data** or select **Cancel** to return to the previous screen. Once you have entered all of your statistical data select the **Next Step** button to proceed to the Return Submission & Declaration screen.

Statistic Exempt Number **Save Data** **Cancel**

Statistics (not related to any levy payer)

To provide statistics not related to a Levy Payer e.g. exempt transactions, click **Add Statistic** against the relevant category. Click on information icons for more information. Entered statistics can be edited by clicking the pencil icon or deleted by selecting the red X.

| Statistics/Exempt Transactions | Exempt Number |
|---------------------------------------------------------|-------------------------------|
| Add Statistic Total Exempt Cattle | Add Statistic |
| Add Statistic Total Exempt Bobby Calves | Add Statistic |
| Add Statistic Total Exempt Sheep | Add Statistic |
| Add Statistic Total Exempt Lambs | Add Statistic |
| Add Statistic Total Exempt Goats | Add Statistic |

| Levy/Commodity | Leviable number | Rate | Levy Payable |
|-------------------------------------------------------------------|-----------------|------|-----------------|
| <input checked="" type="checkbox"/> Cattle grass fed | 25 | 5.0 | \$125.00 |
| <input checked="" type="checkbox"/> Lambs sale over \$75 per head | 100 | 1.5 | \$150.00 |
| Total Levy Payable | | | \$275.00 |

Cancel **Upload Levy Payer Data** **Download Levy Payer Data in Return Format** **Next Step**

14. Select the *Declaration* tick box and then select *Submit Return*

Home **My Returns** **My Payments** **My Account** **Logout**

New Return > **Manual Entry** > **Submission** > **Complete**

Return Submission & Declaration

Return Header

LRS Account No 72493 Company Name CATTLE AND LIVESTOCK GENERIC RETURN
 Lodgement Address PARKES PLACE PARKES ACT 2600 Mailing Address LOCKED BAG 4488 KINGSTON ACT 2604
 Declaration Officer LEVY PAYER Contact Officer LEVY PAYER
 Phone 18 0002 0619 Fax N/A

Edit

Return Details

Return Reference OL-8676443
 Return Type Cattle & livestock transactions monthly (Monthly)
 Due Date 28 Jul 2021
 Return Period May 2021 - May 2021 Return Amount \$275.00

Declaration

☒ I declare that the information contained on this return form is to the best of my knowledge correct in every essential detail.
 Levy payers are to abide by the relevant online [Terms and Conditions](#)

Edit Return **Submit Return** **Exit**

If you are unable to obtain any or all levy payer information you must declare a '*reasonable excuse*' before you can lodge the return. More information about declaring a reasonable excuse can be found on the department's website at: agriculture.gov.au/ag-farm-food/levies/levy-payer-registers/faqs#what-if-i-dont-have-the-right-information-about-levy-payers.

15. The return has been submitted successfully, select *Ok*

The screenshot displays the 'Return Submission & Declaration' page. At the top, a progress bar shows four steps: 'New Return', 'Manual Entry', 'Submission' (the current step), and 'Complete'. On the left, a navigation menu includes 'Home', 'My Returns' (highlighted), 'My Payments', 'My Account', and 'Logout'. Below this is an 'Important' notice: 'Declaration box must be ticked before you can click the Submit Return button.' The main content area is titled 'Return Submission & Declaration' and contains a 'Return Header' section with fields for 'LRS Account No', 'Lodgement Address', 'Declaration Officer', and 'Phone'. A large grey box in the center displays the message 'Return successfully submitted.' with an 'OK' button circled in red. To the right of this box, the return details are listed: 'CATTLE AND LIVESTOCK GENERIC RETURN', 'LOCKED BAG 4488', 'KINGSTON ACT 2604', 'LEVY PAYER', and 'N/A'. Below the header, the 'Return Details' section shows: 'Return Reference: OL-8676443', 'Return Type: Cattle & livestock transactions monthly (Monthly)', 'Due Date: 28 Jul 2021', and 'Return Period: May 2021 - May 2021'. The 'Return Amount' is listed as '\$275.00'. A 'Declaration' section at the bottom has a checked checkbox for 'I declare that the information contained on this return form is to the best of my knowledge correct in every essential detail.' and a link to 'Terms and Conditions'. At the bottom of the page are three buttons: 'Edit Return', 'Submit Return', and 'Exit'.

| Return Submission & Declaration | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------|-------------------------------------|
| Return Header | | | |
| LRS Account No | Return successfully submitted. | | CATTLE AND LIVESTOCK GENERIC RETURN |
| Lodgement Address | OK | | LOCKED BAG 4488 |
| Declaration Officer | | | KINGSTON ACT 2604 |
| Phone | | | LEVY PAYER |
| | | | N/A |
| Return Details | | | |
| Return Reference | OL-8676443 | | |
| Return Type | Cattle & livestock transactions monthly (Monthly) | | |
| Due Date | 28 Jul 2021 | | |
| Return Period | May 2021 - May 2021 | Return Amount | \$275.00 |
| Declaration | | | |
| <input checked="" type="checkbox"/> I declare that the information contained on this return form is to the best of my knowledge correct in every essential detail. | | | |
| Levy payers are to abide by the relevant online Terms and Conditions | | | |
| Edit Return | | Submit Return | Exit |

16. The system will send an email to your nominated email address

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| CATTLE AND LIVESTOCK GENERIC RETURN 72493 Attn: LEVY PAYER | |  | Australian Government Department of Agriculture, Water and the Environment |
| Reference | OL-8676443 | Amount | \$275.00 |
| Return Type | Cattle & livestock transactions monthly (Monthly) | Adjustments | \$0.00 |
| Return Period | May 2021 - May 2021 | Payments | \$0.00 |
| Due Date | 28 Jul 2021 | Balance | \$275.00 |
| Date Submitted | 24 Jun 2021 (Online) | Penalties | \$0.00 |
| Declarant | LEVY PAYER | Owing \$275.00 | |
| Address | PARKES PLACE PARKES ACT 2600 | | |
| Account Name | CATTLE AND LIVESTOCK GENERIC RETURN | | |
| ABN/ACN | 341 908 949 83 | | |
| Further details of your return are available in Levies Online . | | | |
| <hr/> | | | |
| How to pay | | | |
| EFT (Preferred) | | | |
| Bank: RESERVE BANK | | | |
| Branch NO: 092009 | | | |
| Account No: 111700 | | | |
| Account Name: Department of Agriculture, Water and the Environment Official Administered Receipts | | | |
| Payment Reference: LRS72493 | | | |
| Note: Please enter your LRS account number in the payment reference field to ensure your payment is processed quickly and accurately. | | | |
| Cheque/Money Order | | | |
| Made out to: Department of Agriculture, Water and the Environment - Levies | | | |
| Mailing Address: | | | |
| Department of Agriculture, Water and the Environment - Levies | | | |
| Locked Bag 4488 | | | |
| KINGSTON ACT 2604 | | | |
| <hr/> | | | |
| Contact Us | | | |
| Phone: 1800 020 619 | | | |
| Fax: 1800 609 150 | | | |
| Email: leviesonline@awe.gov.au | | | |
| agriculture.gov.au/ag-farm-food/levies | | | |

17. Select *Download Remittance* to view amount payable for this return and payment details

[Home](#)
[My Returns](#)
[My Payments](#)
[My Account](#)
[Logout](#)

[New Return](#) > [Manual Entry](#) > [Submission](#) > [Complete](#)

Return Summary

Return Header

| | | | |
|---------------------|---------------------------------|-----------------|--------------------------------------|
| LRS Account No | 72493 | Company Name | CATTLE AND LIVESTOCK GENERIC RETURN |
| Lodgement Address | PARKES PLACE PARKES ACT 2600 | Mailing Address | LOCKED BAG 4488 KINGSTON ACT 2604 |
| Declaration Officer | LEVY PAYER | Contact Officer | LEVY PAYER |
| Phone | 18 0002 0619 | Fax | N/A |

Return Details

| | | | |
|------------------|------------------------------------------------------|----------------------|----------|
| Return Reference | OL-8676443 | Return Amount | \$275.00 |
| Return Type | Cattle & livestock transactions monthly (Monthly) | Adjustments | \$0.00 |
| Return Period | May 2021 - May 2021 | Payment Made | \$0.00 |
| Due Date | 28 Jul 2021 | Return Balance Owing | \$275.00 |
| Date Submitted | 24 Jun 2021 (Online) | | |
| | | Total Amount Owing | \$275.00 |

[Close](#)
[View Return](#)
[Amend Return](#)

[Download Remittance](#)
[Download Return](#)
[Download Levy Payer Data](#)

18. Select *Open* to view the remittance

Do you want to open or save **Remittance_OL-8676443.pdf** (67.6 KB) from **dev2012.aladn.com.au**?

[Open](#)
[Save](#)
[Cancel](#)

19. Example of the remittance

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
|  | | Australian Government Department of Agriculture, Water and the Environment | |
| Remittance Advice Date Printed: 24/06/2021 | | | |
| Account Details | | | |
| LRS Account NO | 72493 | Company Name | CATTLE AND LIVESTOCK GENERIC RETURN |
| Lodgement Address | PARKES PLACE PARKES ACT 2800 | Mailing Address | LOCKED BAG 4488 KINGSTON ACT 2804 |
| Declaration Officer | LEVY PAYER | Contact Officer | LEVY PAYER |
| Phone | 18 0002 0619 | Fax | |
| Return Details | | | |
| Return Reference | OL-8676443 | Return Amount | \$275.00 |
| Return Type | Cattle & livestock transactions monthly (I | Adjustments | \$0.00 |
| Return Period | May 2021 - May 2021 | Payment made | \$0.00 |
| Due Date | 28 July 2021 | Return Balance Owing | \$275.00 |
| Date Submitted | 24 June 2021 (Online) | | |
| | | Total Amount Owing | \$275.00 |
| Payment Instructions | | | |
| EFT (Preferred) Bank: RESERVE BANK Branch No: 092009 Account No: 111700 Account Name: Department of Agriculture, Water and the Environment Official Administered Receipts Payment Reference: LRS72493 | | Check/Money Order Made out to: Department of Agriculture, Water and the Environment - Levies Mailing Address: Department of Agriculture, Water and the Environment - Levies Locked Bag 4488 KINGSTON ACT 2804 | |
| NOTE: Please enter your LRS account number in the payment reference field to ensure your payment is processed quickly and accurately | | | |

20. You can also select *Download Return* to view the producer information that was entered

Home
My Returns
My Payments
My Account
Logout

New Return > Manual Entry > Submission > Complete

Important
Please use your LRS account number as a reference when making payment via EFT.

Return Summary
Return Header

LRS Account No72493
Lodgement AddressPARKES PLACE
PARKES ACT 2600
Declaration OfficerLEVY PAYER
Phone18 0002 0619

Company NameCATTLE AND LIVESTOCK GENERIC RETURN
Mailing AddressLOCKED BAG 4488
KINGSTON ACT 2604
Contact OfficerLEVY PAYER
FaxN/A

Return Details

Return ReferenceOL-8676443
Return TypeCattle & livestock transactions monthly (Monthly)
Return PeriodMay 2021 - May 2021
Due Date28 Jul 2021
Date Submitted24 Jun 2021 (Online)

Return Amount\$275.00
Adjustments\$0.00
Payment Made\$0.00
Return Balance Owing\$275.00

Total Amount Owing\$275.00

CloseView ReturnAmend ReturnDownload RemittanceDownload ReturnDownload Levy Payer Data

21. Select *Open*, the return information will be shown in excel format

Do you want to open or save ReturnData_20210624_160334.xlsx (4.22 KB) from dev2012.aladn.com.au?

OpenSaveCancel

22. Example of the return information

| | | | | | |
|----------------------------|----------------------------------------------------|----------------------|-------------------|------------------------|--------------------|
| LRS Account No | 72493 | | | | |
| Company Name | CATTLE AND LIVESTOCK GENERIC RETURN | | | | |
| Lodgement Address | PARKES PLACE, PARKES ACT 2600 | | | | |
| Mailing Address | LOCKED BAG 4488, KINGSTON ACT 2604 | | | | |
| Declaration Officer | LEVY PAYER | | | | |
| Contact Officer | LEVY PAYER | | | | |
| Phone | 18 0002 0619 | | | | |
| Fax | N/A | | | | |
| Return Reference | OL-8676443 | | | | |
| Return Type | Cattle & livestock transactions monthly (Monthly) | | | | |
| Return Period | May 2021 - May 2021 | | | | |
| Due Date | 28 Jul 2021 | | | | |
| Date Submitted | 24 Jun 2021 | Return Amount | \$275.00 | | |
| Levy | Levy Description | Item Type | Item Value | Unit of Measure | Levy Amount |
| LMU10707 | Cattle grass fed - leviable qty txns monthly | Levy | 25 | Units | \$125.00 |
| LMU10710A | Total exempt cattle txns monthly | Statistic | 5 | Units | \$0.00 |
| LMU10914 | Lamb sale over \$75 per head - leviable qty txns m | Levy | 100 | Units | \$150.00 |

23. You can also select *Download Levy Payer Data* to view levy payer information that was entered

Home | My Returns | My Payments | My Account | Logout

Important: Please use your LRS account number as a reference when making payment via EFT.

Return Summary

Return Header

| | | | |
|---------------------|---------------------------------|-----------------|--------------------------------------|
| LRS Account No | 72493 | Company Name | CATTLE AND LIVESTOCK GENERIC RETURN |
| Lodgement Address | PARKES PLACE PARKES ACT 2600 | Mailing Address | LOCKED BAG 4488 KINGSTON ACT 2604 |
| Declaration Officer | LEVY PAYER | Contact Officer | LEVY PAYER |
| Phone | 18 0002 0619 | Fax | N/A |

Return Details

| | | | |
|------------------|---------------------------------------------------|---------------------------|-----------------|
| Return Reference | OL-8676443 | Return Amount | \$275.00 |
| Return Type | Cattle & livestock transactions monthly (Monthly) | Adjustments | \$0.00 |
| Return Period | May 2021 - May 2021 | Payment Made | \$0.00 |
| Due Date | 28 Jul 2021 | Return Balance Owing | \$275.00 |
| Date Submitted | 24 Jun 2021 (Online) | | |
| | | Total Amount Owing | \$275.00 |

Close | View Return | Amend Return | Download Remittance | Download Return | **Download Levy Payer Data**

24. Select *Levy Payer Data Upload Template Format* to view the information populated in the Cattle and livestock transaction levy upload template

Home | My Returns | My Payments | My Account | Logout

Important: Please use your LRS account number as a reference when making payment via EFT.

Return Summary

Return Header

| | | | |
|---------------------|---------------------------------|-----------------|--------------------------------------|
| LRS Account No | 72493 | Company Name | CATTLE AND LIVESTOCK GENERIC RETURN |
| Lodgement Address | PARKES PLACE PARKES ACT 2600 | Mailing Address | LOCKED BAG 4488 KINGSTON ACT 2604 |
| Declaration Officer | LEVY PAYER | Contact Officer | LEVY PAYER |
| Phone | 18 0002 0619 | Fax | N/A |

Return Details

| | | | |
|------------------|---------------------------------------------------|---------------------------|-----------------|
| Return Reference | OL-8676443 | Return Amount | \$275.00 |
| Return Type | Cattle & livestock transactions monthly (Monthly) | Adjustments | \$0.00 |
| Return Period | May 2021 - May 2021 | Payment Made | \$0.00 |
| Due Date | 28 Jul 2021 | Return Balance Owing | \$275.00 |
| Date Submitted | 24 Jun 2021 (Online) | | |
| | | Total Amount Owing | \$275.00 |

Close | View Return | Amend Return | Download Remittance | Download Return | Download Levy Payer Data

What format would you like the Levy Payer Data in?

Return Format (includes Levy Calculation)

Levy Payer Data Upload Template Format

Note: Upload template format is a recreation of the original upload file in excel. It can be modified and saved as CSV for upload as amendment.

25. Select *Open*

Do you want to open or save LevyPayerUploadData_20210624_160859.xlsx (4.31 KB) from dev2012.aladn.com.au? Open Save Cancel

Levy Payer Upload Data

| | |
|----------------|---------------------------------------------------|
| LRS Agent No | 72493 |
| Company Name | CATTLE AND LIVESTOCK GENERIC RETURN |
| Return Type | Cattle & livestock transactions monthly (Monthly) |
| Period | May 2021 - May 2021 |
| Return Ref | OL-8676443 |
| Due Date | 28 Jul 2021 |
| Date Submitted | 24 Jun 2021 |

| ABN | Business Name | Phone | Email | Address | Suburb | State | Postcode | ACN | Item Tag | Value1 |
|-------------|---------------------------|------------|------------------------------|-----------------|--------------|-------|----------|-----|-------------------------------|--------|
| 34190894983 | DEPARTMENT OF AGRICULTURE | 0262724174 | levies.management@awe.gov.au | LOCKED BAG 4488 | KINGSTON ACT | 2604 | | | Cattle grass fed | 25 |
| 34190894983 | DEPARTMENT OF AGRICULTURE | 0262724174 | levies.management@awe.gov.au | LOCKED BAG 4488 | KINGSTON ACT | 2604 | | | Lambs sale over \$75 per head | 100 |
| | | | | | | | | | Total Exempt Cattle | 5 |

26. Select *Close*

Home | My Returns | My Payments | My Account | Logout

Return Summary

Return Header

LRS Account No: 73492 | Company Name: CATTLE AND LIVESTOCK GENERIC RETURN
 Lodgement Address: LOCKED BAG 4488 KINGSTON ACT 2604
 Declaration Officer Phone: LEVY PAYER
 Declaration Officer: N/A

Return Details

Return Reference: | Return Amount: \$275.00
 Return Type: | Adjustments: \$0.00
 Return Period: | Payment Made: \$0.00
 Due Date: | Return Balance Owing: \$275.00
 Date Submitted: | Total Amount Owing: \$275.00

What format would you like the Levy Payer Data in?

Return Format (includes Levy Calculation)

Levy Payer Data Upload Template Format

Note: Upload template format is a recreation of the original upload file in excel. It can be modified and saved as CSV for upload as amendment.

Close | View Return | Amend Return | Download Remittance | Download Return | Download Levy Payer Data

27. You will be automatically re-directed to the My Returns screen where you can create a new return, view payments, account details or logout

Home | My Returns | My Payments | My Account | Logout

New Return

Return Type: All | Return Status: All

Return Amount: | to |

Submitted: | to |

Search | Cancel

(Returns 1 to 1 of 1)

| Return Ref | Return Type | Return Period | Status/Submitted | Return Amount | Penalty | Owing |
|----------------------------|-----------------------------------------|---------------|------------------|---------------|---------|----------|
| OL-8676443 | Cattle & livestock transactions monthly | May 2021 | 24 Jun 2021 | \$275.00 | \$0.00 | \$275.00 |

Return History

Welcome to Return History

Download Search | Download Statement

Page Totals: \$275.00 | \$0.00 | \$275.00
 Account Totals: \$275.00 | \$0.00 | \$275.00

2.4 How to amend a return that was entered manually

1. Select the *pencil icon* on the right of the screen

| Return Ref | Return Type | Return Period | Status/Submitted | Return Amount | Penalty | Owing |
|----------------------------|-----------------------------------------|---------------|------------------|---------------|---------|------------|
| OL-8676444 | Cattle & livestock transactions monthly | Jun 2021 | 25 Jun 2021 | \$3,901.39 | \$0.00 | \$3,901.39 |
| OL-8676443 | Cattle & livestock transactions monthly | May 2021 | 24 Jun 2021 | \$275.00 | \$0.00 | \$275.00 |

| Page Totals | Return Amount | Penalty | Owing |
|-------------|---------------|---------|------------|
| \$4,176.39 | \$4,176.39 | \$0.00 | \$4,176.39 |

2. Select Yes when asked “Do you want to amend this return?”

Do you want to amend this return?

No Yes

3. If you are unable to obtain any or all levy payer information you must declare a ‘*reasonable excuse*’ before you can complete the return.

More information about declaring a reasonable excuse can be found on the department’s website at: agriculture.gov.au/ag-farm-food/levies/levy-payer-registers/faqs#what-if-i-dont-have-the-right-information-about-levy-payers.

4. Enter the details of the producer
5. Select *Save Levy Payer*

Amend Return
Manual Entry
Submission
Complete

CATTLE AND LIVESTOCK GENERIC RETURN (72493)
Cattle & livestock transactions monthly Return for May 2021 - May 2021 (8676443)

Add/Edit Levy Payer

Enter Levy Payer details in the fields below. If you have entered a new Levy Payer or a Levy Payer without an ABN select the **Save Levy Payer** button. If you have used an ABN before, Levy Payer details will automatically populate when you tab from the ABN field.

ABN

Business Name
HOBBY FARMER

Phone No

Email

Business Address
ENTER A LOCATION

Suburb

State
▼

Postcode

Save Levy Payer

ACN

Statistics (not related to any levy payer)

To provide statistics not related to a Levy Payer e.g. exempt transactions, click **Add Statistic** against the relevant category. Click on information icons for more information. Entered statistics can be edited by clicking the pencil icon or deleted by selecting the red X.

| Statistics/Exempt Transactions | Exempt Number |
|------------------------------------------|---------------------------------|
| ? Total Exempt Cattle | 5 ✎ ✖ |
| ? Total Exempt Bobby Calves | Add Statistic |
| ? Total Exempt Sheep | Add Statistic |
| ? Total Exempt Lambs | Add Statistic |
| ? Total Exempt Goats | Add Statistic |

| Levy/Commodity | Leviable number | Rate | Levy Payable |
|-------------------------------------------------------------------|-----------------|------|-----------------|
| <input checked="" type="checkbox"/> Cattle grass fed | 25 | 5.0 | \$125.00 |
| <input checked="" type="checkbox"/> Lambs sale over \$75 per head | 100 | 1.5 | \$150.00 |
| Total Levy Payable | | | \$275.00 |

Cancel
Upload Levy Payer Data
Download Levy Payer Data in Return Format
Next Step

6. Select *Click here for more information* before clicking *Continue*

Amend Return Manual Entry Submission Complete

CATTLE AND LIVESTOCK GENERIC RETURN (72493) Cattle & livestock transactions monthly Return for May 2021 - May 2021 (8676443)

Add/Edit Levy Payer
Enter Levy Payer details in the fields below. If you have used an ABN before, Levy Payer details will automatically populate.

ABN Business Name
ACN

Statistics (not related to any levy payer)
To provide statistics not related to a Levy Payer, you can enter a Levy Payer. Statistics can be edited by clicking the pencil icon.

Statistics/Exempt Transactions

- Total Exempt Cattle
- Total Exempt Bobby Calves
- Total Exempt Sheep
- Total Exempt Lambs
- Total Exempt Goats

Warning
Information relating to this levy payer is incomplete.

Provision of Levy Payer Information Details
Levy payer information is required to be provided under subregulations 10(4A) and (4B) of the *Primary Industries Levies and Charges Collection Regulations 1991* (Collection Regulations), in respect of each levy payer to which the return relates. **Levy payer information is:** name, address, contact details (phone numbers and/or email addresses), ABN (if any) and ACN (if any).

If you have not provided all the required levy payers' details you can select Continue to save this Levy Payer and any subsequent Levy Payers in this Return with incomplete details and you will need to complete a declaration at submission, acknowledging that you are unable to provide all or some of the levy payer information but that you have a reasonable excuse.

[Click here for more information before clicking Continue](#)

Continue Cancel

Levy/Commodity Leviable number Rate Levy Payable

| | | | |
|-------------------------------------------------------------------|-----|-----|-----------------|
| <input checked="" type="checkbox"/> Cattle grass fed | 25 | 5.0 | \$125.00 |
| <input checked="" type="checkbox"/> Lambs sale over \$75 per head | 100 | 1.5 | \$150.00 |
| Total Levy Payable | | | \$275.00 |

Cancel Upload Levy Payer Data Download Levy Payer Data in Return Format Next Step

7. Read the *Reasonable Excuses Information*

8. Select *Close*

Reasonable Excuses Information

It is an offence of strict liability under subsection 24(1) of the *Primary Industries Levies Charges and Collections Act 1991 (Act)* to refuse or fail to give a return or information that you are required to give under the Act. If you fail to provide the information required under subregulations 10(4A) and (4B) of the *Primary Industries Levies and Charges Collection Regulations 1991* (Collection Regulations) without a reasonable excuse, you may be subject to criminal prosecution.

Ultimately, whether a person has a 'reasonable excuse' will depend on the facts and circumstances of the individual case. Accordingly, it will be important for the person to acknowledge they are unable to provide the information required by the Collection Regulations and that they have a reasonable excuse, and to keep records about their reasonable excuse.

- For example, a 'reasonable excuse' to not provide the levy payer information may include that a person has put in place effective arrangements to meet legislative requirements for collecting and providing levy payer details – for example, evidenced by updated enterprise systems and/or processes; but is still not able to obtain the relevant information.

Close

9. Select *Continue*

Amend Return
Manual Entry
Submission
Complete

CATTLE AND LIVESTOCK GENERIC RETURN (72493)
Cattle & livestock transactions monthly Return for May 2021 - May 2021 (8676443)

Add/Edit Levy Payer

Enter Levy Payer details in the fields below. If you have used an ABN before, Levy Payer details will automatically populate.

ABN
Business Name

ACN

Statistics (not related to any levy payer)

To provide statistics not related to a Levy Payer, you can click the 'Add Statistic' button for more information. Entered statistics can be edited by clicking the 'Edit Statistic' button.

Statistics/Exempt Transactions

- Total Exempt Cattle
- Total Exempt Bobby Calves
- Total Exempt Sheep
- Total Exempt Lambs
- Total Exempt Goats

Warning

Information relating to this levy payer is incomplete.

Provision of Levy Payer Information Details

Levy payer information is required to be provided under subregulations 10(4A) and (4B) of the *Primary Industries Levies and Charges Collection Regulations 1991* (Collection Regulations), in respect of each levy payer to which the return relates. **Levy payer information is:** name, address, contact details (phone numbers and/or email addresses), ABN (if any) and ACN (if any).

If you have not provided all the required levy payers' details you can select Continue to save this Levy Payer and any subsequent Levy Payers in this Return with incomplete details and you will need to complete a declaration at submission, acknowledging that you are unable to provide all or some of the levy payer information but that you have a reasonable excuse.

[Click here for more information before clicking Continue](#)

Continue
Cancel

Levy/Commodity
Leviable number
Rate
Levy Payable

| | | | |
|-------------------------------------------------------------------|-----|-----|----------|
| <input checked="" type="checkbox"/> Cattle grass fed | 25 | 5.0 | \$125.00 |
| <input checked="" type="checkbox"/> Lambs sale over \$75 per head | 100 | 1.5 | \$150.00 |
| Total Levy Payable | | | \$275.00 |

Cancel
Upload Levy Payer Data
Download Levy Payer Data in Return Format
Next Step

10. Select the *Levy/Commodity* that is relevant to the producer

Amend Return
Manual Entry
Submission
Complete

CATTLE AND LIVESTOCK GENERIC RETURN (72493)
Cattle & livestock transactions monthly Return for May 2021 - May 2021 (8676443)

Add/Edit Levy Payer

Enter Levy Payer details in the fields below. If you have entered a new Levy Payer or a Levy Payer without an ABN select the **Save Levy Payer** button. If you have used an ABN before, Levy Payer details will automatically populate when you tab from the ABN field.

| | | | | | | | | |
|-----|---------------|----------|-------|------------------|--------|-------|----------|-----------------|
| ABN | Business Name | Phone No | Email | Business Address | Suburb | State | Postcode | New Levy Payer |
| | HOBBY FARMER | | | ENTER A LOCATION | | | | Save Levy Payer |

ACN

Enter return data for the Levy Payer above by selecting the Levy/Commodity from the dropdown list. View more information about the selected Levy/Commodity by clicking on the **Levy/Commodity** icon. The total Levy Payable is displayed. Select **Save Data** and repeat until all Levy/Commodities for that Levy Payer are entered. Click the **New Levy Payer** or **Next Step** if complete.

| Levy/Commodity | Leviable number | Rate | Levy Payable | |
|------------------|-----------------|-------|--------------|-----------|
| Cattle grass fed | | 0.377 | | Save Data |

Statistics/Exempt Transactions

| | Exempt Number | |
|---------------------------|---------------|-------------------------------|
| Total Exempt Cattle | 5 | Add Statistic |
| Total Exempt Bobby Calves | | Add Statistic |
| Total Exempt Sheep | | Add Statistic |
| Total Exempt Lambs | | Add Statistic |
| Total Exempt Goats | | Add Statistic |

| Levy/Commodity | Leviable number | Rate | Levy Payable |
|-------------------------------------------------------------------|-----------------|------|-----------------|
| <input checked="" type="checkbox"/> Cattle grass fed | 25 | 5.0 | \$125.00 |
| <input checked="" type="checkbox"/> Lambs sale over \$75 per head | 100 | 1.5 | \$150.00 |
| Total Levy Payable | | | \$275.00 |

Cancel
Upload Levy Payer Data
Download Levy Payer Data in Return Format
Next Step

11. Enter in the *Leviable number* of cattle or livestock

12. Select *Save Data*

Amend Return
Manual Entry
Submission
Complete

CATTLE AND LIVESTOCK GENERIC RETURN (72493)
Cattle & livestock transactions monthly Return for May 2021 - May 2021 (8676443)

Add/Edit Levy Payer

Enter Levy Payer details in the fields below. If you have entered a new Levy Payer or a Levy Payer without an ABN select the **Save Levy Payer** button. If you have used an ABN before, Levy Payer details will automatically populate when you tab from the ABN field.

| | | | | | | | | |
|-----|---------------|----------|-------|------------------|--------|-------|----------|-----------------|
| ABN | Business Name | Phone No | Email | Business Address | Suburb | State | Postcode | New Levy Payer |
| | HOBBY FARMER | | | ENTER A LOCATION | | | | Save Levy Payer |

ACN

Enter return data for the Levy Payer above by selecting the Levy/Commodity from the dropdown list. View more information about the selected Levy/Commodity by clicking on the information icon. Upon entering the data the total Levy Payable is displayed. Select **Save Data** and repeat until all Levy/Commodities for that Levy Payer are entered. Click the **New Levy Payer** button to enter details for another Levy Payer or **Next Step** if complete.

| Levy/Commodity | Leviab | Leviab number | Rate | Levy Payable |
|----------------|--------|---------------|-------|--------------|
| Goats | | 25 | 0.377 | \$9.43 |

Save Data

Statistics (not related to any levy payer)

To provide statistics not related to a Levy Payer e.g. exempt transactions, click **Add Statistic** against the relevant category. Click on information icons for more information. Entered statistics can be edited by clicking the pencil icon or deleted by selecting the red X.

| Statistics/Exempt Transactions | Exempt Number |
|--------------------------------|---------------|
| Total Exempt Cattle | 5 |
| Total Exempt Bobby Calves | |
| Total Exempt Sheep | |
| Total Exempt Lambs | |
| Total Exempt Goats | |

Add Statistic Add Statistic Add Statistic Add Statistic

| Levy/Commodity | Leviab number | Rate | Levy Payable |
|-------------------------------|---------------|------|--------------|
| Cattle grass fed | 25 | 5.0 | \$125.00 |
| Lambs sale over \$75 per head | 100 | 1.5 | \$150.00 |

Total Levy Payable \$275.00

Cancel
Upload Levy Payer Data
Download Levy Payer Data in Return Format
Next Step

13. Select *Next Step*

Amend Return
Manual Entry
Submission
Complete

CATTLE AND LIVESTOCK GENERIC RETURN (72493)
Cattle & livestock transactions monthly Return for May 2021 - May 2021 (8676443)

Add/Edit Levy Payer
Enter Levy Payer details in the fields below. If you have entered a new Levy Payer or a Levy Payer without an ABN select the **Save Levy Payer** button. If you have used an ABN before, Levy Payer details will automatically populate when you tab from the ABN field.

ABN
Business Name
Phone No
Email
Business Address
Suburb
State
Postcode
New Levy Payer
Save Levy Payer

ACN

Enter return data for the Levy Payer above by selecting the Levy/Commodity from the dropdown list. View more information about the selected Levy/Commodity by clicking on the information icon. Upon entering the data the total Levy Payable is displayed. Select **Save Data** and repeat until all Levy/Commodities for that Levy Payer are entered. Click the **New Levy Payer** button to enter details for another Levy Payer or **Next Step** if complete.

Levy/Commodity
Save Data

Statistics (not related to any levy payer)
To provide statistics not related to a Levy Payer e.g. exempt transactions, click **Add Statistic** against the relevant category. Click on information icons for more information. Entered statistics can be edited by clicking the pencil icon or deleted by selecting the red X.

| Statistics/Exempt Transactions | Exempt Number |
|--------------------------------|-------------------------------|
| Total Exempt Cattle | 5 |
| Total Exempt Bobby Calves | Add Statistic |
| Total Exempt Sheep | Add Statistic |
| Total Exempt Lambs | Add Statistic |
| Total Exempt Goats | Add Statistic |

| Levy/Commodity | Leviable number | Rate | Levy Payable |
|-------------------------------------------------------------------|-----------------|-------|--------------|
| <input checked="" type="checkbox"/> Cattle grass fed | 25 | 5.0 | \$125.00 |
| <input checked="" type="checkbox"/> Goats | 25 | 0.377 | \$9.43 |
| <input checked="" type="checkbox"/> Lambs sale over \$75 per head | 100 | 1.5 | \$150.00 |
| Total Levy Payable | | | \$284.43 |

Cancel
Upload Levy Payer Data
Download Levy Payer Data in Return Format
Next Step

14. If you have exempt transactions select *Yes* if not select *No*

Do you have statistics to add or edit for example, exempt transactions?

Yes
No

15. Select the *Declaration Tick* box

Home
My Returns
My Payments
My Account
Logout

Amend Return > Manual Entry > **Submission** > Complete

Amended Return Submission & Declaration

Return Header

| | | | |
|---------------------|---------------------------------|-----------------|--------------------------------------|
| LRS Account No | 72493 | Company Name | CATTLE AND LIVESTOCK GENERIC RETURN |
| Lodgement Address | PARKES PLACE PARKES ACT 2600 | Mailing Address | LOCKED BAG 4488 KINGSTON ACT 2604 |
| Declaration Officer | LEVY PAYER | Contact Officer | LEVY PAYER |
| Phone | 18 0002 0619 | Fax | N/A |

Return Details

| | | | |
|------------------|---------------------------------------------------|----------------|----------|
| Return Reference | OL-8676443 | Return Amount | \$284.43 |
| Return Type | Cattle & livestock transactions monthly (Monthly) | Payments Made | \$0.00 |
| Return Period | May 2021 - May 2021 | Return Balance | \$284.43 |
| Due Date | 28 Jul 2021 | | |

Declaration

☐ I declare that the information contained on this return form is to the best of my knowledge correct in every essential detail. Levy payers are to abide by the relevant online [Terms and Conditions](#)

Edit Return
Submit Return
Cancel Amendment
Exit

16. Select the *Reasonable excuse tick* box

Home
My Returns
My Payments
My Account
Logout

Declaration

I declare that to the best of my knowledge the information contained on this levy return form and attachments is correct. Giving false or misleading information is a criminal offence.

Provision of Levy Payer Information Details

It is a legislative requirement to provide, in respect of each levy payer to which the return relates, the following **levy payer information**: name, address contact details (phone numbers and/or email addresses), ABN (if any) and ACN (if any).

If you have not provided all the required levy payers' details you must declare below that you are unable to provide all or some of the levy payer information but that you have a reasonable excuse.

It is an offence of strict liability under subsection 24(1) of the *Primary Industries Levies Charges and Collections Act 1991 (Act)* to refuse or fail to give a return or information that you are required to give under the Act. If you fail to provide the information required under subregulations 10 (4A) and (4B) of the *Primary Industries Levies and Charges Collection Regulations 1991* (Collection Regulations) without a reasonable excuse, you may be subject to criminal prosecution.

Ultimately, whether a person has a 'reasonable excuse' will depend on the facts and circumstances of the individual case. Accordingly, it will be important for the person to acknowledge they are unable to provide the information required by the Collection Regulations and that they have a reasonable excuse, and to keep records about their reasonable excuse.

- For example, a 'reasonable excuse' to not provide the levy payer information may include that a person has put in place effective arrangements to meet legislative requirements for collecting and providing levy payer details – for example, evidenced by updated enterprise systems and/or processes; but is still not able to obtain the relevant information.

☐ I have not provided all levy payers information required under the Collection Regulations and declare that I am unable to provide the levy payer information which is missing but I have a reasonable excuse.

Submit Return
Cancel Submission

Edit Return
Submit Return
Cancel Amendment
Exit

17. Select *Submit Return*

Declaration

I declare that to the best of my knowledge the information contained on this levy return form and attachments is correct. Giving false or misleading information is a criminal offence.

Provision of Levy Payer Information Details

It is a legislative requirement to provide, in respect of each levy payer to which the return relates, the following **levy payer information**: name, address contact details (phone numbers and/or email addresses), ABN (if any) and ACN (if any).

If you have not provided all the required levy payers' details you must declare below that you are unable to provide all or some of the levy payer information but that you have a [reasonable excuse](#).

It is an offence of strict liability under subsection 24(1) of the *Primary Industries Levies Charges and Collections Act 1991 (Act)* to refuse or fail to give a return or information that you are required to give under the Act. If you fail to provide the information required under subregulations 10 (4A) and (4B) of the *Primary Industries Levies and Charges Collection Regulations 1991 (Collection Regulations)* without a reasonable excuse, you may be subject to criminal prosecution.

Ultimately, whether a person has a 'reasonable excuse' will depend on the facts and circumstances of the individual case. Accordingly, it will be important for the person to acknowledge they are unable to provide the information required by the Collection Regulations and that they have a reasonable excuse, and to keep records about their reasonable excuse.

- For example, a 'reasonable excuse' to not provide the levy payer information may include that a person has put in place effective arrangements to meet legislative requirements for collecting and providing levy payer details – for example, evidenced by updated enterprise systems and/or processes; but is still not able to obtain the relevant information.

☒ I have not provided all levy payers information required under the Collection Regulations and declare that I am unable to provide the levy payer information which is missing but I have a reasonable excuse.

Submit Return **Cancel Submission**

Edit Return **Submit Return** **Cancel Amendment** **Exit**

Note: If you are unable to view the *Submit Return* button, click the CTRL button on your keyboard then roll your mouse wheel down to reduce the page size.

Alternatively, you could click the CTRL button on the keyboard and then use the + or – keys.

18. The return has been submitted successfully, select *OK*

Amend Return **Manual Entry** **Submission** **Complete**

Amended Return Submission & Declaration

Return Header

LRS Account No
Lodgement Address
Declaration Officer
Phone

Return successfully submitted.

OK

CATTLE AND LIVESTOCK GENERIC RETURN
LOCKED BAG 4488
KINGSTON ACT 2604
LEVY PAYER
N/A

Return Details

| | | | |
|------------------|---------------------------------------------------|----------------|----------|
| Return Reference | OL-8676443 | Return Amount | \$284.43 |
| Return Type | Cattle & livestock transactions monthly (Monthly) | Payments Made | \$0.00 |
| Return Period | May 2021 - May 2021 | Return Balance | \$284.43 |
| Due Date | 28 Jul 2021 | | |

Declaration

☒ I declare that the information contained on this return form is to the best of my knowledge correct in every essential detail. Levy payers are to abide by the relevant online [Terms and Conditions](#)

Edit Return **Submit Return** **Cancel Amendment** **Exit**

19. Select *Close*

Home
My Returns
My Payments
My Account
Logout

New Return > Manual Entry > Submission > Complete

Important
Please use your LRS account number as a reference when making payment via EFT.

Return Summary

Return Header

| | | | |
|---------------------|---------------------------------|-----------------|--------------------------------------|
| LRS Account No | 72493 | Company Name | CATTLE AND LIVESTOCK GENERIC RETURN |
| Lodgement Address | PARKES PLACE PARKES ACT 2600 | Mailing Address | LOCKED BAG 4488 KINGSTON ACT 2604 |
| Declaration Officer | LEVY PAYER | Contact Officer | LEVY PAYER |
| Phone | 18 0002 0619 | Fax | N/A |

Return Details

| | | | |
|------------------|---------------------------------------------------|----------------------|----------|
| Return Reference | OL-8676443 | Return Amount | \$284.43 |
| Return Type | Cattle & livestock transactions monthly (Monthly) | Adjustments | \$0.00 |
| Return Period | May 2021 - May 2021 | Payment Made | \$0.00 |
| Due Date | 28 Jul 2021 | Return Balance Owing | \$284.43 |
| Date Submitted | 24 Jun 2021 (Online) | | |
| | | Total Amount Owing | \$284.43 |

Close View Return Amend Return
Download Remittance Download Return Download Levy Payer Data

20. You will be re-directed to the My Returns screen where you can create a New Return, View Payments, View Account Details or Logout

Home
My Returns
My Payments
My Account
Logout

New Return

Return Type All Return Status All

Return Amount to Submitted to Search Cancel

(Returns 1 to 2 of 2)

| Return Ref | Return Type | Return Period | Status/Submitted | Return Amount | Penalty | Owing | |
|----------------------------|-----------------------------------------|---------------|------------------|---------------|---------|------------|-----|
| OL-8676444 | Cattle & livestock transactions monthly | Jun 2021 | 25 Jun 2021 | \$3,901.39 | \$0.00 | \$3,901.39 | ✕ ✎ |
| OL-8676443 | Cattle & livestock transactions monthly | May 2021 | 24 Jun 2021 | \$284.43 | \$0.00 | \$284.43 | ✕ ✎ |

Download Search Download Statement

| | | | |
|----------------|------------|--------|------------|
| Page Totals | \$4,185.82 | \$0.00 | \$4,185.82 |
| Account Totals | \$4,185.82 | \$0.00 | \$4,185.82 |

2.5 How to submit a return with no transactions

If you have no transactions to report for the month you can submit a nil return.

1. Log into Levies Online [here](#).

Or visit: <https://leviesonline.agriculture.gov.au/lrsonline>

2. Select *My Returns*

Home
My Returns
My Payments
My Account
Logout

New Return

Return Type: All Return Status: All

Return Amount: to Submitted: to

Search Cancel

(Returns 1 to 2 of 2)

| Return Ref | Return Type | Return Period | Status/Submitted | Return Amount | Penalty | Owing |
|----------------------------|-----------------------------------------|---------------|------------------|---------------|---------|----------|
| OL-8676444 | Cattle & livestock transactions monthly | Jun 2021 | 25 Jun 2021 | \$755.16 | \$0.00 | \$755.16 |
| OL-8676443 | Cattle & livestock transactions monthly | May 2021 | 24 Jun 2021 | \$284.43 | \$0.00 | \$284.43 |

Download Search Download Statement

Page Totals \$1,039.59 \$0.00 \$1,039.59
Account Totals \$1,039.59 \$0.00 \$1,039.59

3. Select *New Return* and select the correct *Return Type*, *Period End* and then select *Continue*.
For example: *Return Type*: Cattle & livestock transactions monthly *Period End*: July 2021

Home
My Returns
My Payments
My Account
Logout

New Return

Return Type: All Return Status: All

Return Amount: to Submitted: to

Search Cancel

New Return

(Returns 1 to 2 of 2)

| Return Ref | Return Type | Return Period | Status/Submitted | Return Amount | Penalty | Owing |
|----------------------------|-----------------------------------------|---------------|------------------|---------------|---------|----------|
| OL-8676444 | Cattle & livestock transactions monthly | Jun 2021 | 25 Jun 2021 | \$755.16 | \$0.00 | \$755.16 |
| OL-8676443 | Cattle & livestock transactions monthly | May 2021 | 24 Jun 2021 | \$284.43 | \$0.00 | \$284.43 |

Cancel Continue

Download Search Download Statement

Page Totals \$1,039.59 \$0.00 \$1,039.59
Account Totals \$1,039.59 \$0.00 \$1,039.59

4. Select Nil Return

[Home](#)
[My Returns](#)
[My Payments](#)
[My Account](#)
[Logout](#)

New ReturnManual EntrySubmissionComplete

Return Form Instructions

Cattle & livestock transactions monthly - Jul 21 - Jul 21

You are about to be directed to the **Cattle & livestock transactions monthly** return form. Some fields enclosed in this form are mandatory and must be completed to proceed. Non mandatory fields can be left blank and will be treated as zeroes.

Should you have no levy payable for the return period, you may leave the form blank (other than mandatory fields). However where required, statistical data should be completed.

Note: Returns submitted with no levy or statistical data are considered as nil returns.

If you have your Levy Payer Data available in a valid format, you can upload it directly. Alternatively, you can enter your return (including Levy Payer information) manually.

[Click here](#) to download a template for uploading **Cattle & livestock transactions monthly Levy Payer data**.

[Cancel](#)[Upload File](#)[Manual Entry](#)[Nil Return](#)

5. Select the Declaration tick box and then select Submit Return

[Home](#)
[My Returns](#)
[My Payments](#)
[My Account](#)
[Logout](#)

New ReturnManual EntrySubmissionComplete

Return Submission & Declaration

Return Header

| | | | |
|---------------------|---------------------------------|-----------------|--------------------------------------|
| LRS Account No | 72493 | Company Name | CATTLE AND LIVESTOCK GENERIC RETURN |
| Lodgement Address | PARKES PLACE PARKES ACT 2600 | Mailing Address | LOCKED BAG 4488 KINGSTON ACT 2604 |
| Declaration Officer | LEVY PAYER | Contact Officer | LEVY PAYER |
| Phone | 18 0002 0619 | Fax | N/A |

[Edit](#)

Return Details

| | | | |
|------------------|---------------------------------------------------|---------------|-----|
| Return Reference | OL-8676466 | | |
| Return Type | Cattle & livestock transactions monthly (Monthly) | | |
| Due Date | 28 Sep 2021 | | |
| Return Period | Jul 2021 - Jul 2021 | Return Amount | Nil |

Declaration
☒ I declare that the information contained on this return form is to the best of my knowledge correct in every essential detail.
Levy payers are to abide by the relevant online [Terms and Conditions](#)

[Edit Return](#)[Submit Return](#)[Exit](#)

6. The return has been submitted successfully select *OK*

Home
My Returns
My Payments
My Account
Logout

New Return
Manual Entry
Submission
Complete

Return Submission & Declaration

Return Header

LRS Account No
Lodgement Address
Declaration Officer
Phone

Return successfully submitted.
OK

CATTLE AND LIVESTOCK GENERIC RETURN
LOCKED BAG 4488
KINGSTON ACT 2604
LEVY PAYER
N/A

Edit

Return Details

Return Reference
Return Type
Due Date
Return Period

OL-8676466
Cattle & livestock transactions monthly (Monthly)
28 Sep 2021
Jul 2021 - Jul 2021

Return Amount
Nil

Declaration

☒ I declare that the information contained on this return form is to the best of my knowledge correct in every essential detail.
Levy payers are to abide by the relevant online [Terms and Conditions](#)

Edit Return
Submit Return
Exit

Important
Declaration box must be ticked before you can click the Submit Return button.

7. Select Close

Home
My Returns
My Payments
My Account
Logout

New Return
Manual Entry
Submission
Complete

Return Summary

Return Header

LRS Account No
Lodgement Address
Declaration Officer
Phone

72493
PARKES PLACE
PARKES ACT 2600
LEVY PAYER
18 0002 0619

Company Name
Mailing Address
Contact Officer
Fax

CATTLE AND LIVESTOCK GENERIC RETURN
LOCKED BAG 4488
KINGSTON ACT 2604
LEVY PAYER
N/A

Return Details

Return Reference
Return Type
Return Period
Due Date
Date Submitted

OL-8676466
Cattle & livestock transactions monthly (Monthly)
Jul 2021 - Jul 2021
28 Sep 2021
08 Jul 2021 (Online)

Return Amount
Adjustments
Payment Made
Return Balance Owing

\$0.00
\$0.00
\$0.00
\$0.00

Close
View Return
Amend Return
Download Remittance
Download Return
Download Levy Payer Data

Important
Please use your LRS account number as a reference when making payment via EFT.

8. You will be automatically re-directed to the My Returns screen where you can create a new return, view payments, account details or logout

Home
My Returns
My Payments
My Account
Logout

New Return

Return Type All
Return Status All

Return Amount to
Submitted to

Search Cancel

Return History
Welcome to Return History

(Returns 1 to 3 of 3)

| Return Ref | Return Type | Return Period | Status/Submitted | Return Amount | Penalty | Owing | |
|----------------------------|-----------------------------------------|---------------|------------------|---------------|---------|----------|--|
| OL-8676466 | Cattle & livestock transactions monthly | Jul 2021 | 08 Jul 2021 | \$0.00 | \$0.00 | \$0.00 | |
| OL-8676444 | Cattle & livestock transactions monthly | Jun 2021 | 25 Jun 2021 | \$755.16 | \$0.00 | \$755.16 | |
| OL-8676443 | Cattle & livestock transactions monthly | May 2021 | 24 Jun 2021 | \$284.43 | \$0.00 | \$284.43 | |

Download Search Download Statement

Page Totals

Account Totals

\$1,039.59
\$1,039.59

\$0.00
\$0.00

\$1,039.59
\$1,039.59

2.6 How to complete the upload template

Column headings

The column headings must be spelled correctly for you to be able to upload your template.

ABN (if any) – must be an 11-digit number

The Australian Business Register will validate the ABN when you upload the file.

The ABN can include spaces and the field should be left blank if the levy payer does not have an ABN.

Business name – should be the name of the levy payer

The business name can be a maximum of 100 characters and include numbers, letters, spaces and special characters.

Phone number – must be a 10-digit number

The phone number should start with 0, including the area code for land lines and can include spaces and special characters.

Examples of accepted phone numbers: (02) 5555 5555 or 02 5555 555 or 0411 555 555.

The file will not upload if you provide 1800 or 1300 numbers.

If the levy payer does not have a phone number this field should be left blank, however, an email address must be provided.

Email – must be in the format: name@domain.com (or .net, .org etc).

The file will not upload if there are spaces in the email address.

If the levy payer does not have an email address this field should be left blank, however a phone number must be provided.

Address – cannot exceed 149 characters

The address column is a free-text field and can include numbers, letters, spaces and special characters.

You can contact the local council for information on how to identify a rural property in accordance with the *Australian Rural Addressing Standard 4819:2011*.

A property name is not a valid address, however, you can include the property name as part of the address, with or without quotation marks.

If an address includes a reference to “*via*” this information must be written in the address field. For example:

Address: *Property Name* 123 Purple Road, Redtown *via*

Suburb: Blue Vale

State: NSW

Postcode: 2380

Suburb – cannot exceed 49 characters

The suburb column is a free-text field. The suburb must be written in full and in the correct order. For example:

Wagga Wagga (not Wagga)

West Wyalong (not Wyalong West)

State – cannot exceed three characters

The state field is not case-sensitive, however, it must be written in short form, for example: ACT, NSW, NT, QLD, SA, TAS, VIC or WA.

Postcode – must be four digits for all states except the Northern Territory

For Northern Territory postcodes, please be aware that the template may drop the 0 at the start of the postcode and if this occurs, the file will still upload.

ACN must be 9 digits

The Australian Business Register will validate the ACN when you upload the file.

The ACN can include spaces and is only mandatory if the person has an ACN.

Item Tag – allows the department to identify the type of category of cattle and livestock a levy payer has dealt with

The file will not upload if the item tag field does not contain the exact spelling and spacing as one of the descriptions provided in the table on Page 43 titled [Item Tags](#).

Value1 – cannot exceed 19 numerical characters

The value cannot include letters or special characters \$ (dollar) or % (percent) and must be whole numbers.

Other than exempt animals, enter the total number of leviable cattle and livestock bought, sold, delivered, slaughtered.

For exempt animals, type **Statistic** in the *ABN column* and continue to enter information in the *Value 1* column. An example of the upload template is available on Page 44 titled [Upload template example](#).

Value2 – cannot exceed 19 characters

The value cannot include letters or special characters \$ (dollar) or % (percent) and must be whole numbers, up to 2 decimal places.

This column should be used to report the total sale price for categories of sheep and lambs:

The total sale price for sheep with sale price at \$5 to \$10 per head and lambs with sale price at \$5 to \$75 per head.

2.6.1 Item Tags

Cattle grass fed - cattle other than bobby calves or lot-fed bought, sold, delivered or slaughtered.

Bobby calves – bobby calves bought, sold, delivered or slaughtered.

Cattle lot-fed - lot-fed cattle bought, sold, delivered or slaughtered.

Sheep sale at \$5 to \$10 per head - sheep dealt with where the sale price per head is between \$5 and \$10. Sheep transactions involving sale and where levy is not at the maximum rate.

Lambs sale at \$5 to \$75 per head - lambs dealt with where the sale price per head is between \$5 and \$75. Lambs transactions involving sale and where levy is not at the maximum rate.

Sheep sale over \$10 per head - sheep dealt with where the sale price per head is more than \$10. Sheep transactions involving sale and where maximum levy rate is payable.

Lambs sale over \$75 per head - lambs dealt with where the sale price per head is more than \$75. Lamb transactions involving sale and where maximum levy rate is payable.

Sheep delivered not by sale - sheep delivered or slaughtered not by sale. For example: service kills at fixed rate, owner kills 30 days after purchase, sale of property with stock included in the sale price.

Lambs delivered not by sale - lambs delivered or slaughtered not by sale. For example: service kills at fixed rate, own kills 30 days after purchase, sale of property with stock included in the sale price.

Goats - goats bought, sold, delivered or slaughtered.

Total Exempt Cattle - total number of exempt cattle (grass-fed and lot-fed).

Total Exempt Bobby Calves - total number of exempt bobby calves.

Total Exempt Sheep - total number of exempt sheep.

Total Exempt Lambs - Total number of exempt lambs.

Total Exempt Goats - Total number of exempt goats.

2.7 Upload template example

| Upload Template - Cattle & livestock transactions monthly return | | | | | | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------|-------------------------|-------------------------|----------|-------|----------|-----------|------------------------------------|-----------------|------------|
| Below is the template for a Cattle & livestock transactions monthly return upload with levy payer data. | | | | | | | | | | | |
| Comments are available for the cells which have a red tag. You can hover your mouse over the cell, or left-click to show the comments. | | | | | | | | | | | |
| If the comment needs to be resized to see additional text, right-click, edit comment and resize. | | | | | | | | | | | |
| You can use this template as your file. Remove the Example lines under the column headers below, add your data and save as a .CSV file | | | | | | | | | | | |
| ABN | Business Name | Phone | Email | Address | Suburb | State | Postcode | ACN | Item Tag | Value1 | Value2 |
| 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Cattle grass fed | Leviable number | |
| 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Bobby calves | Leviable number | |
| 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Cattle lot-fed | Leviable number | |
| 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Goats | Leviable number | |
| 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Sheep sale over \$10 per head | Leviable number | |
| 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Lambs sale over \$75 per head | Leviable number | |
| 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Sheep delivered not by sale | Leviable number | |
| 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Lambs delivered not by sale | Leviable number | |
| 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Sheep sale at \$5 to \$10 per head | Leviable number | Sale value |
| 12 345 678 912 | Example Line | (03) 5555 5555 | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | 074109505 | Lambs sale at \$5 to \$75 per head | Leviable number | Sale value |
| Statistic | | | | | | | | | Total Exempt Cattle | Exempt Number | |
| Statistic | | | | | | | | | Total Exempt Bobby Calves | Exempt Number | |
| Statistic | | | | | | | | | Total Exempt Sheep | Exempt Number | |
| Statistic | | | | | | | | | Total Exempt Lambs | Exempt Number | |
| Statistic | | | | | | | | | Total Exempt Goats | Exempt Number | |

2.8 System download

If your system can generate the CSV file you will need to ensure that the file headers match the layout and format of the department's upload template.

Please check that the spelling and spacing of the headers and Item Tags match the template exactly.

To process your downloaded information, you will need to follow the steps in the [File Upload](#) section of this guide (see page 2).

3 Troubleshooting

3.1 How do I receive an LRS account number?

You will need to [contact](#) the department's Levies Revenue Service (LRS) if you do not have an LRS Account Number, or if you are not aware of what your LRS Account Number is.

To obtain an LRS account number, you will need to provide us with information about you and your business by email, fax, post or you can contact your local [Levies office](#). The information we will require from you includes:

3.1.1 Business information

- a) Business name,
 - i. if the entity is a Trust, please provide a signed copy of the Trust Deed
- b) Australian Business Number (ABN) - if applicable
- c) Australian Company Number (ACN) - if applicable
- d) Physical address
- e) Postal address
- f) Email
- g) Phone and or mobile number
- h) Fax number
- i) Type of business, are you an agent or a processor?
- j) Type of commodity dealt with, for example *"I deal in cattle, sheep and goat"*.

3.1.2 Contact person within your organisation

- a) Position
- b) Email address
- c) Phone number
- d) Mobile number, to receive access codes for online purposes

3.2 How do I register for Levies Online?

1. Log into Levies Online [here](#)

Or visit: <https://leviesonline.agriculture.gov.au/lrsonline>

2. Select [Levies Online Registration](#) located at the bottom of the screen

Levies Online

Welcome to Levies Online; the easiest way for you to lodge returns, view account history and update contact details.

WHAT HAS CHANGED:

The collection of levy payer information is now possible for research and development corporations who choose to keep a levy payer register. Levy payers can soon view information about themselves, the levies they have paid and who they have paid them to. For more information on levy payer registers please visit the department's [website](#).

When you submit a return, a confirmation email will be sent to the online administrator of your account.

If you have an unallocated amount on your account, you can use it towards a return or request a refund.

We have also made some minor cosmetic changes:

- A 'New Return' button on your 'My Returns' screen
- Returns that you have started will be visible on your 'My Returns' screen with a status of 'Draft'
- Payment options will be available on your 'My Payments' screen
- Rearrangement of forms to better suit on screen performance

If you require assistance, please contact Levies on 1800 022 384 or at leviesonline@awe.gov.au

Login

LRS Account Number

Email Address

Password
 [I forgot my password](#)

or

If you are a registered Levy Payer but have not yet registered for a Levies Online account, [click here](#) to go to the [Levies Online Registration](#) page.

3. Enter your LRS Account Number, ABN (if applicable) and the email address that is recorded on your account. Select *Register*

Levy Payer Registration

To register for Levies Online you will need an LRS account number, email address and be registered with the department. To register, or to check any of your details, please [contact us](#).

Online Registration

LRS Account Number

ABN

Email Address

4. Enter the 6-digit security code that has been sent to the email and/or mobile recorded on your account. Select *Submit*

| | |
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| <h3>Levies Online</h3> <p>Welcome to Levies Online; the easiest way for you to lodge returns, view account history and update contact details.</p> <p>WHAT HAS CHANGED:</p> <p>The collection of levy payer information is now possible for research and development corporations who choose to keep a levy payer register. Levy payers can soon view information about themselves, the levies they have paid and who they have paid them to. For more information on levy payer registers please visit the department's website.</p> <p>When you submit a return, a confirmation email will be sent to the online administrator of your account.</p> <p>If you have an unallocated amount on your account, you can use it towards a return or request a refund.</p> <p>We have also made some minor cosmetic changes:</p> <ul style="list-style-type: none">• A 'New Return' button on your 'My Returns' screen• Returns that you have started will be visible on your 'My Returns' screen with a status of 'Draft'• Payment options will be available on your 'My Payments' screen• Rearrangement of forms to better suit on screen performance <p>If you require assistance, please contact Levies on 1800 022 384 or at leviesonline@awe.gov.au</p> | <h3>Check Security Code</h3> <p>We sent a code to your mobile (ending in last 3 digits *****555) as well as your registered email address (i.e. lev***@agr***).</p> <p>Enter the code we sent you</p> <div>123456</div> <div>Submit Cancel</div> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Note: Do not close the Check Security Code entry page as the security code you receive by email and/or mobile will become invalid.

Note: Security codes may be delayed during peak periods or when they are sent to a remote location. Codes are valid for 45 minutes.

5. Enter a new password and then re-enter your new password to verify that it is correct. Select *Reset Password*

| | | | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------|---------------------------------------|--|--|-----------------|----------------------------------------|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <h3>Set Password</h3> <p>Your registration will be complete after setting the new password.</p> <p>Enter your new password below.</p> <table><tr><td>New Password</td><td><input type="text" value="welcome1"/></td><td></td><td></td></tr><tr><td>Verify Password</td><td><input type="password" value="•••••"/></td><td></td><td></td></tr></table> <div>Reset Password Cancel</div> | | New Password | <input type="text" value="welcome1"/> | | | Verify Password | <input type="password" value="•••••"/> | | | <p>Choose a password that contains the following:</p> <ul style="list-style-type: none">• It must be 8 to 16 characters long• There can be no spaces |
| New Password | <input type="text" value="welcome1"/> | | | | | | | | | |
| Verify Password | <input type="password" value="•••••"/> | | | | | | | | | |

Note: Passwords **must** be 8 – 16 characters long and shouldn't contain spaces.

Note: Hover your cursor over the eye to reveal the password.

6. Select *Continue to Login*

Set Password

Your registration will be complete after setting the new password.

Success!

Your password has been reset. You can now login to Levies Online

Continue To Login

7. You should be automatically re-directed to the Levies Online Login screen

8. Enter your LRS Account Number, registered email, password and Select *Login*

Levies Online

Welcome to Levies Online; the easiest way for you to lodge returns, view account history and update contact details.

WHAT HAS CHANGED:

The collection of levy payer information is now possible for research and development corporations who choose to keep a levy payer register. Levy payers can soon view information about themselves, the levies they have paid and who they have paid them to. For more information on levy payer registers please visit the department's [website](#).

When you submit a return, a confirmation email will be sent to the online administrator of your account.

If you have an unallocated amount on your account, you can use it towards a return or request a refund.

We have also made some minor cosmetic changes:

- A 'New Return' button on your 'My Returns' screen
- Returns that you have started will be visible on your 'My Returns' screen with a status of 'Draft'
- Payment options will be available on your 'My Payments' screen
- Rearrangement of forms to better suit on screen performance

If you require assistance, please contact Levies on 1800 022 384 or at leviesonline@awe.gov.au

Login

LRS Account Number
72486

Email Address
levies.management@agriculture.gov.au

Password
welcome1 X

[I forgot my password](#)

Login

or

If you are a registered Levy Payer but have not yet registered for a Levies Online account, [click here](#) to go to the [Levies Online Registration](#) page.

9. Enter the 6-digit security code that has been sent to the email and/or mobile recorded on your account. Select *Submit*

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <h2>Levies Online</h2> <p>Welcome to Levies Online; the easiest way for you to lodge returns, view account history and update contact details.</p> <p>WHAT HAS CHANGED:</p> <p>The collection of levy payer information is now possible for research and development corporations who choose to keep a levy payer register. Levy payers can soon view information about themselves, the levies they have paid and who they have paid them to. For more information on levy payer registers please visit the department's website.</p> <p>When you submit a return, a confirmation email will be sent to the online administrator of your account.</p> <p>If you have an unallocated amount on your account, you can use it towards a return or request a refund.</p> <p>We have also made some minor cosmetic changes:</p> <ul style="list-style-type: none">• A 'New Return' button on your 'My Returns' screen• Returns that you have started will be visible on your 'My Returns' screen with a status of 'Draft'• Payment options will be available on your 'My Payments' screen• Rearrangement of forms to better suit on screen performance <p>If you require assistance, please contact Levies on 1800 022 384 or at leviesonline@awe.gov.au</p> | <h3>Check Security Code</h3> <p>We sent a code to your mobile (ending in last 3 digits *****555) as well as your registered email address (i.e. lev***@agr***).</p> <p>Enter the code we sent you</p> <div style="border: 1px solid black; padding: 5px; text-align: center; font-size: 1.2em;">123456</div> <div style="display: flex; justify-content: center; gap: 10px;"><div style="border: 1px solid black; padding: 5px 10px; background-color: #000; color: #fff; border-radius: 3px;">Submit</div><div style="border: 1px solid black; padding: 5px 10px; background-color: #333; color: #fff; border-radius: 3px;">Cancel</div></div> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Note: Do not close the Check Security Code entry page as the security code you receive by email and/or mobile will become invalid.

Note: Security codes may be delayed during peak periods or when they are sent to a remote location. Codes are valid for 45 minutes.

10. Update contact details and select *Save Changes*

Important
Please enter contact details to complete registration.

My Account

LRS Account Number 72486
Company Name AGENT NUMBER 72486
ABN 11 111 172 486

Levy Account Contact Details

Contact Title First Name
Phone
Fax
Mobile
Email

Physical Address

ACT Postcode

Return Reminders

Return reminders can be set up to send you an email when you have a return that is due within seven days (including an additional 30 day reminder for annual returns). You can opt out of this service by editing your account details below.

☒ On ☐ Off

Account Lodgement Details

| | | | |
|---------------------------|-------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------|
| Lodgement Address | <input type="text" value="UNKNOWN"/> | Mailing Address | <input type="text" value="UNKNOWN"/> |
| | <input type="text"/> | | <input type="text"/> |
| Suburb | <input type="text"/> | Suburb | <input type="text" value=""/> |
| State | ACT <input type="text" value=""/> Postcode <input type="text" value="3030"/> | State | ACT <input type="text" value=""/> Postcode <input type="text" value=""/> |
| Contact Officer Title | <input type="text" value="MR"/> First Name <input type="text" value="CONTACT"/> | Surname | <input type="text" value="AGENT 72486"/> |
| Declaration Officer Title | <input type="text" value="MR"/> First Name <input type="text" value="DECLARATION"/> | Surname | <input type="text" value="AGENT 72486"/> |

Note: Some fields may auto populate

11. You will be automatically directed to the My Account page

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------|--------------|
| Home | My Account | | |
| My Returns | LRS Account Number | 72486 | |
| My Payments | Company Name | AGENT NUMBER 72486 | |
| My Account | ABN | 11 111 172 486 | |
| Logout | | | |
| | | | |
| Important | Levy Account Contact Details | | |
| If your ABN has changed, please send us an email: leviesonline@awe.gov.au | Contact | MR LEVY PAYER | |
| | Phone | 03 5555 5555 | |
| | Fax | 03 5555 5555 | |
| | Mobile | 0400 555 555 | |
| | Email | levies.Management@agriculture.gov.au | |
| | Account Lodgement Details | | |
| | Physical Address | CANBERRA AVE GRIFFITH ACT 2603 | |
| | Mailing Address | UNKNOWN CANBERRA ACT 2000 | |
| | Lodgement Address | UNKNOWN CANBERRA ACT 2000 | |
| | Contact Officer | MR CONTACT AGENT 72486 | |
| | Declaration Officer | MR DECLARATION AGENT 72486 | |
| Return Reminders | | | |
| Return reminders can be set up to send you an email when you have a return that is due within seven days (including an additional 21 day reminder for annual returns). You can opt out of this service by editing your account details below. | | | |
| Optional Reminders Enabled | | | |
| Automatic Reminders | | | |
| Automatic reminders will be emailed to you in the event that you have overdue returns or payments or if you have unallocated funds (payments that cannot be matched against a return) on your account. You cannot opt out of this service. | | | |
| Edit Account Details | | Change Password | |
| Available Contacts | | | |
| Contact Name | Phone | Email | Levy Contact |
| Add Contacts | | | |
| My Commodity Groups | | | |
| Return Type | Frequency | Last Return | Next Return |
| Add Return Type | | | |

3.3 How do I login to Levies Online?

1. Log into Levies Online [here](#)

Or visit: <https://leviesonline.agriculture.gov.au/lrsonline>

2. Enter your LRS Account Number, registered email, password and Select *Login*

Levies Online

Welcome to Levies Online; the easiest way for you to lodge returns, view account history and update contact details.

WHAT HAS CHANGED:

The collection of levy payer information is now possible for research and development corporations who choose to keep a levy payer register. Levy payers can soon view information about themselves, the levies they have paid and who they have paid them to. For more information on levy payer registers please visit the department's [website](#).

When you submit a return, a confirmation email will be sent to the online administrator of your account.

If you have an unallocated amount on your account, you can use it towards a return or request a refund.

We have also made some minor cosmetic changes:

- A 'New Return' button on your 'My Returns' screen
- Returns that you have started will be visible on your 'My Returns' screen with a status of 'Draft'
- Payment options will be available on your 'My Payments' screen
- Rearrangement of forms to better suit on screen performance

If you require assistance, please contact Levies on 1800 022 384 or at leviesonline@awe.gov.au

Login

LRS Account Number
72493

Email Address
levies.management@agriculture.gov.au

Password
welcome1

[I forgot my password](#)

Login

or

If you are a registered Levy Payer but have not yet registered for a Levies Online account, [click here](#) to go to the [Levies Online Registration](#) page.

3. Enter the 6-digit security code that has been sent to the email and/or mobile that is recorded on your account. Select 'Submit'

Levies Online

Welcome to Levies Online; the easiest way for you to lodge returns, view account history and update contact details.

WHAT HAS CHANGED:

The collection of levy payer information is now possible for research and development corporations who choose to keep a levy payer register. Levy payers can soon view information about themselves, the levies they have paid and who they have paid them to. For more information on levy payer registers please visit the department's [website](#).

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- Payment options will be available on your 'My Payments' screen
- Rearrangement of forms to better suit on screen performance

If you require assistance, please contact Levies on 1800 022 384 or at leviesonline@awe.gov.au

Check Security Code

We sent a code to your mobile (ending in last 3 digits *****555) as well as your registered email address (i.e. lev***@agr***).

Enter the code we sent you
123456

Submit **Cancel**

Note: Do not close the Check Security Code entry page as the security code you receive by email and/or mobile will become invalid.

Note: Security codes may be delayed during peak periods or when they are sent to a remote location. Codes are valid for 45 minutes.

4. The Levies Online Home page will be displayed

| | |
|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Home | <h2>Levies Online</h2> <p>Welcome to Levies Online; the easiest way for you to lodge returns, view account history and update contact details.</p> <p>WHAT HAS CHANGED:</p> <p>The collection of levy payer information is now possible for research and development corporations who choose to keep a levy payer register. Levy payers can soon view information about themselves, the levies they have paid and who they have paid them to. For more information on levy payer registers please visit the department's website.</p> <p>When you submit a return, a confirmation email will be sent to the online administrator of your account.</p> <p>If you have an unallocated amount on your account, you can use it towards a return or request a refund.</p> <p>We have also made some minor cosmetic changes:</p> <ul style="list-style-type: none">• A 'New Return' button on your 'My Returns' screen• Returns that you have started will be visible on your 'My Returns' screen with a status of 'Draft'• Payment options will be available on your 'My Payments' screen• Rearrangement of forms to better suit on screen performance <p>If you require assistance, please contact Levies on 1800 022 384 or at leviesonline@awe.gov.au</p> |
| My Returns | |
| My Payments | |
| My Account | |
| Logout | |
| Important | |
| Levies Online Help 1800 022 384 leviesonline@awe.gov.au | |

3.4 How do I reset my password?

1. Log into Levies Online [here](#)

Or visit: <https://leviesonline.agriculture.gov.au/lrsonline>

2. Select *I forgot my password*

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <h2>Levies Online</h2> <p>Welcome to Levies Online; the easiest way for you to lodge returns, view account history and update contact details.</p> <p>WHAT HAS CHANGED:</p> <p>The collection of levy payer information is now possible for research and development corporations who choose to keep a levy payer register. Levy payers can soon view information about themselves, the levies they have paid and who they have paid them to. For more information on levy payer registers please visit the department's website.</p> <p>When you submit a return, a confirmation email will be sent to the online administrator of your account.</p> <p>If you have an unallocated amount on your account, you can use it towards a return or request a refund.</p> <p>We have also made some minor cosmetic changes:</p> <ul style="list-style-type: none">• A 'New Return' button on your 'My Returns' screen• Returns that you have started will be visible on your 'My Returns' screen with a status of 'Draft'• Payment options will be available on your 'My Payments' screen• Rearrangement of forms to better suit on screen performance <p>If you require assistance, please contact Levies on 1800 022 384 or at leviesonline@awe.gov.au</p> | <h3>Login</h3> <p>LRS Account Number <input type="text"/></p> <p>Email Address <input type="text"/></p> <p>Password <input type="password"/></p> <p>I forgot my password</p> <p>Login</p> <p>or</p> <p>If you are a registered Levy Payer but have not yet registered for a Levies Online account, click here to go to the Levies Online Registration page.</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

3. Enter your LRS Account Number, the email address recorded on your account and select *Submit*

| Levies Online | Forgot My Password |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Welcome to Levies Online; the easiest way for you to lodge returns, view account history and update contact details.</p> <p>WHAT HAS CHANGED:</p> <p>The collection of levy payer information is now possible for research and development corporations who choose to keep a levy payer register. Levy payers can soon view information about themselves, the levies they have paid and who they have paid them to. For more information on levy payer registers please visit the department's website.</p> <p>When you submit a return, a confirmation email will be sent to the online administrator of your account.</p> <p>If you have an unallocated amount on your account, you can use it towards a return or request a refund.</p> <p>We have also made some minor cosmetic changes:</p> <ul style="list-style-type: none">• A 'New Return' button on your 'My Returns' screen• Returns that you have started will be visible on your 'My Returns' screen with a status of 'Draft'• Payment options will be available on your 'My Payments' screen• Rearrangement of forms to better suit on screen performance <p>If you require assistance, please contact Levies on 1800 022 384 or at leviesonline@awe.gov.au</p> | <p>Enter your LRS Account Number and levy account registered email address below. A security code will be sent to your registered email and/or mobile enabling a password reset.</p> <p>LRS Account Number 72493</p> <p>Email Address levies.management@agriculture.gov.au</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p> |

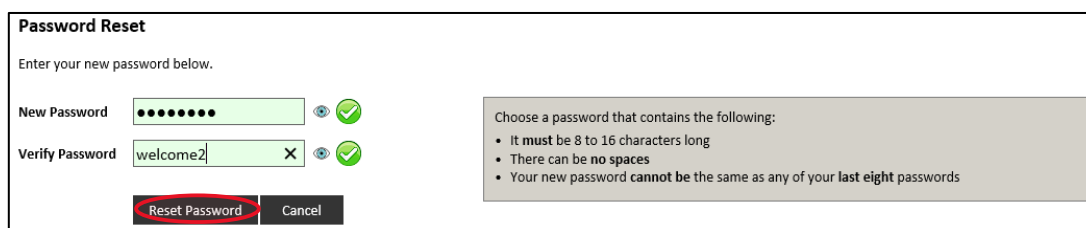
4. Enter the 6-digit security code that has been sent to the email and/or mobile that is recorded on your account. Select *Submit*

| Levies Online | Check Security Code |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Welcome to Levies Online; the easiest way for you to lodge returns, view account history and update contact details.</p> <p>WHAT HAS CHANGED:</p> <p>The collection of levy payer information is now possible for research and development corporations who choose to keep a levy payer register. Levy payers can soon view information about themselves, the levies they have paid and who they have paid them to. For more information on levy payer registers please visit the department's website.</p> <p>When you submit a return, a confirmation email will be sent to the online administrator of your account.</p> <p>If you have an unallocated amount on your account, you can use it towards a return or request a refund.</p> <p>We have also made some minor cosmetic changes:</p> <ul style="list-style-type: none">• A 'New Return' button on your 'My Returns' screen• Returns that you have started will be visible on your 'My Returns' screen with a status of 'Draft'• Payment options will be available on your 'My Payments' screen• Rearrangement of forms to better suit on screen performance <p>If you require assistance, please contact Levies on 1800 022 384 or at leviesonline@awe.gov.au</p> | <p>We sent a code to your mobile (ending in last 3 digits *****555) as well as your registered email address (i.e. lev***@agr***).</p> <p>Enter the code we sent you 123456</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p> |

Note: Do not close the Check Security Code entry page as the security code you receive by email and/or mobile will become invalid.

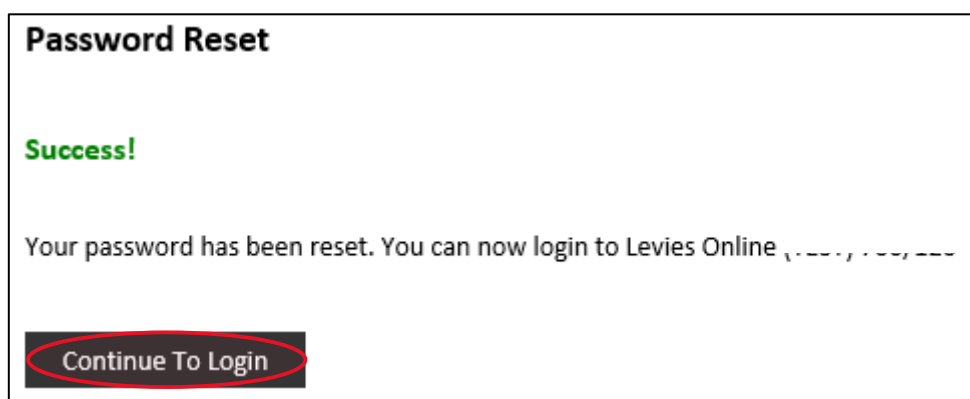
Note: Security codes may be delayed during peak periods or when they are sent to a remote location. Codes are valid for 45 minutes.

5. Enter a new password and then re-enter your new password to verify that it is correct.
Select *Reset Password*



The screenshot shows a 'Password Reset' form. At the top, it says 'Enter your new password below.' There are two input fields: 'New Password' and 'Verify Password'. The 'New Password' field contains eight dots and has a green checkmark icon to its right. The 'Verify Password' field contains the text 'welcome2' and has a red 'X' icon to its right. Below these fields are two buttons: 'Reset Password' (highlighted with a red oval) and 'Cancel'. To the right of the input fields, there is a grey box with the text 'Choose a password that contains the following:' followed by a bulleted list: 'It must be 8 to 16 characters long', 'There can be no spaces', and 'Your new password cannot be the same as any of your last eight passwords'.

6. Select *Continue to Login*



The screenshot shows a 'Password Reset' success screen. At the top, it says 'Password Reset'. Below that, it says 'Success!' in green. Then, it says 'Your password has been reset. You can now login to Levies Online'. At the bottom, there is a button labeled 'Continue To Login' (highlighted with a red oval).

7. You will be automatically re-directed to the login screen
8. Follow the steps in the [How do I login to Levies Online](#) section of this guide (see page 53).

3.5 Add Contacts into Levies Online

1. Log into Levies Online [here](#)

Or visit: <https://leviesonline.agriculture.gov.au/lrsonline>

2. Select *My Account* from the menu
3. Select *Add Contacts*

Home
My Returns
My Payments
My Account
Logout

Important
If your ABN has changed, please send us an email: leviesonline@awe.gov.au

My Account

LRS Account Number 72486
Company Name AGENT NUMBER 72486
ABN 11 111 172 486

Levy Account Contact Details

Contact MR LEVY PAYER
Phone 03 5555 5555
Fax 03 5555 5555
Mobile 0400 555 555
Email levies.Management@agriculture.gov.au

Account Lodgement Details

Physical Address CANBERRA AVE
GRIFFITH ACT 2603
Mailing Address UNKNOWN
CANBERRA ACT 2000
Lodgement Address UNKNOWN
CANBERRA ACT 2000
Contact Officer MR CONTACT AGENT 72486
Declaration Officer MR DECLARATION AGENT 72486

Return Reminders

Return reminders can be set up to send you an email when you have a return that is due within seven days (including an additional 21 day reminder for annual returns). You can opt out of this service by editing your account details below.

Optional Reminders Enabled

Automatic Reminders

Automatic reminders will be emailed to you in the event that you have overdue returns or payments or if you have unallocated funds (payments that cannot be matched against a return) on your account. You cannot opt out of this service.

[Edit Account Details](#) [Change Password](#)

Available Contacts

| Contact Name | Phone | Email | Levy Contact |
|------------------------------|-------|-------|--------------|
| Add Contacts | | | |

My Commodity Groups

| Return Type | Frequency | Last Return | Next Return |
|---------------------------------|-----------|-------------|-------------|
| Add Return Type | | | |

4. Enter details of the new contact person then select *Save*

New Contact

Contact Title

First Name

Surname

Position

Phone

Fax

Mobile

Email

☐

Include in all communication (includes reminders)

Primary Levy Contact?

No

Can only have one Primary Levy Contact. Selecting this will de-select any others.

☐

This contact has a different contact address

Company Name

Mailing Address

Suburb

State

Postcode

Save

Cancel

3.6 Edit Account Details

1. Log into Levies Online [here](#)
Or visit: <https://leviesonline.agriculture.gov.au/lrsonline>
2. Select *My Account* from the menu
3. Select *Edit Account Details*

Home
My Returns
My Payments
My Account
Logout

Important
If your ABN has changed, please send us an email: leviesonline@awe.gov.au

My Account
LRS Account Number 72486
Company Name AGENT NUMBER 72486
ABN 11 111 172 486

Levy Account Contact Details
Contact MR LEVY PAYER
Phone 03 5555 5555
Fax 03 5555 5555
Mobile 0400 555 555
Email levies.Management@agriculture.gov.au

Account Lodgement Details
Physical Address CANBERRA AVE
GRIFFITH ACT 2603
Mailing Address UNKNOWN
CANBERRA ACT 2000
Lodgement Address UNKNOWN
CANBERRA ACT 2000
Contact Officer MR CONTACT AGENT 72486
Declaration Officer MR DECLARATION AGENT 72486

Return Reminders
Return reminders can be set up to send you an email when you have a return that is due within seven days (including an additional 21 day reminder for annual returns). You can opt out of this service by editing your account details below.
Optional Reminders Enabled

Automatic Reminders
Automatic reminders will be emailed to you in the event that you have overdue returns or payments or if you have unallocated funds (payments that cannot be matched against a return) on your account. You cannot opt out of this service.

Edit Account Details **Change Password**

Available Contacts
Contact Name Phone Email Levy Contact
Add Contacts

My Commodity Groups
Return Type Frequency Last Return Next Return
Add Return Type

4. You can update the following information:
 - a. Contact and Declaration Officers
 - b. Email
 - c. Phone
 - d. Mobile
 - e. Fax
 - f. Physical, Lodgement and Mailing Addresses.

5. Select *Save Changes*

[Home](#)
[My Returns](#)
[My Payments](#)
[My Account](#)
[Logout](#)

Important

If your ABN has changed,
please send us an email:
leviesonline@awe.gov.au

My Account
LRS Account Number 72486
Company Name AGENT NUMBER 72486
ABN 11 111 172 486

Levy Account Contact Details
Contact Title First Name Surname
Phone
Fax
Mobile
Email
Physical Address

 Postcode

Return Reminders
Return reminders can be set up to send you an email when you have a return that is due within seven days (including an additional 30 day reminder for annual returns). You can opt out of this service by editing your account details below.
☒ On ☐ Off

Account Lodgement Details
Lodgement Address

Suburb
State Postcode
Mailing Address

Suburb
State Postcode
Contact Officer Title First Name Surname
Declaration Officer Title First Name Surname

Save Changes

Cancel

3.7 Add Return Types

1. Log into Levies Online [here](#)

Or visit: <https://leviesonline.agriculture.gov.au/lrsonline>

2. Select *My Account* from the menu
3. Select *Add Return Type*

The screenshot shows the 'My Account' page in the Levies Online system. On the left, a navigation menu includes 'Home', 'My Returns', 'My Payments', 'My Account' (circled in red), and 'Logout'. Below this is an 'Important' notice. The main content area is titled 'My Account' and displays account details: LRS Account Number 72486, Company Name AGENT NUMBER 72486, and ABN 11 111 172 486. It is divided into two columns: 'Levy Account Contact Details' (Contact: MR LEVY PAYER, Phone: 03 5555 5555, Fax: 03 5555 5555, Mobile: 0400 555 555, Email: levies.Management@agriculture.gov.au) and 'Account Lodgement Details' (Physical Address: CANBERRA AVE GRIFFITH ACT 2603, Mailing Address: UNKNOWN CANBERRA ACT 2000, Lodgement Address: UNKNOWN CANBERRA ACT 2000, Contact Officer: MR CONTACT AGENT 72486, Declaration Officer: MR DECLARATION AGENT 72486). Below these are sections for 'Return Reminders' (Optional Reminders: Enabled) and 'Automatic Reminders'. At the bottom, there are buttons for 'Edit Account Details' and 'Change Password', followed by 'Available Contacts' and 'My Commodity Groups' tables. The 'Add Return Type' button at the bottom is circled in red.

4. Select relevant *Return Type* and then select *Add New Return Type To Account*

The screenshot shows the 'New Return Type' form. It has a title bar 'New Return Type'. Below it, there is a 'Return Type' label and a dropdown menu. At the bottom, there are two buttons: 'Add New Return Type To Account' (circled in red) and 'Cancel'.

Note: You **cannot** remove return types from your account. If you require a return type removed contact the [Levies office](#) in your state.

3.8 How to view the Error File

1. Log into Levies Online [here](#)

Or visit: <https://leviesonline.agriculture.gov.au/lrsonline>

2. Select *My Returns* from the menu
3. Select the *red Error* in the Status/Submitted column next to the return to download error details

Home
My Returns
My Payments
My Account
Logout

New Return

Return Type: All
Return Status: All

Return Amount: to
Submitted: to

Search Cancel

(Returns 1 to 1 of 1)

| Return Ref | Return Type | Return Period | Status/Submitted | Return Amount | Penalty | Owing |
|----------------------------|-----------------------------------------|---------------|------------------|---------------|---------|--------|
| OL-8676471 | Cattle & livestock transactions monthly | May 2021 | Error | \$0.00 | \$0.00 | \$0.00 |

Download Search Download Statement

Page Totals
Account Totals

\$0.00 \$0.00 \$0.00

4. Select Open

Do you want to open or save UploadErrorFile_20210712_170343.xlsx (5.47 KB) from dev2012.aladn.com.au?

Open Save Cancel

5. Review the spreadsheet and make any necessary changes to your original file

| Levy Payer Data Upload Errors - Cattle & livestock transactions monthly return | | | | | | | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------|-------------------------|-------------------------|----------|-------|----------|-----|------------------------------------|--------|--------|--------------|
| The errors with your upload file are highlighted in RED | | | | | | | | | | | | |
| A comment describing the error is available by hovering your mouse over the field, or you can right-click on the field and select Show/Hide comments | | | | | | | | | | | | |
| ABN | Business Name | Phone | Email | Address | Suburb | State | Postcode | ACN | Item Tag | Value1 | Value2 | Error Line N |
| | LEVY PAYER | 6518291433 | | 578 Cow Lane | Canberra | ACT | 2000 | | Cattle grass fed | 10 | | 2 |
| 93 315 773 232 | LEVY PAYER2 | | info@agriculture.gov.au | 18 Marcus Clarke Street | Canberra | ACT | 2000 | | Sheep sale at \$5 to \$10 per head | 10 | 50 | 3 |

Note: Identified issues will be highlighted in red, hover over the highlighted cell and a note will be displayed which provides more information regarding the error.

3.9 Request a Refund

1. Log into Levies Online [here](#).

Or visit: <https://leviesonline.agriculture.gov.au/lrsonline>

2. Select *My Payments* from the menu

3. Select *Refund Request*

[Home](#)
[My Returns](#)
[My Payments](#)
[My Account](#)
[Logout](#)

For details on how to make a payment, press a payment option

EFT

Cheque

Money Order

Payment Amount

to

Date Received

to

Payment Status

All

Search

Cancel

1 2 3 >> Last (Receipts 1 to 20 of 58)

| Receipt # | Date Received | Method | Amount | Refunded | Allocated | Unallocated | |
|-----------|---------------|--------|----------------|-------------|-----------|-------------|----------|
| 712919 | 26/02/2021 | EFT | \$180.48 | \$0.00 | \$0.00 | \$180.48 | ⌵ |
| 712517 | 21/04/2021 | EFT | \$258.59 | \$0.00 | \$258.59 | \$0.00 | ⌵ |
| 710923 | 08/03/2021 | EFT | \$180.48 | \$0.00 | \$180.48 | \$0.00 | ⌵ |
| 704204 | 16/10/2020 | EFT | \$188.30 | \$0.00 | \$188.30 | \$0.00 | ⌵ |
| 697261 | 17/07/2020 | EFT | \$327.45 | \$0.00 | \$327.45 | \$0.00 | ⌵ |
| 690065 | 23/04/2020 | EFT | \$181.67 | \$0.00 | \$181.67 | \$0.00 | ⌵ |
| 684710 | 22/01/2020 | Cheque | \$139.40 | \$0.00 | \$139.40 | \$0.00 | ⌵ |
| 678222 | 11/10/2019 | Cheque | \$155.64 | \$0.00 | \$155.64 | \$0.00 | ⌵ |
| 671898 | 15/07/2019 | Cheque | \$215.47 | \$0.00 | \$215.47 | \$0.00 | ⌵ |
| 668248 | 29/04/2019 | Cheque | \$156.47 | \$0.00 | \$156.47 | \$0.00 | ⌵ |
| 660984 | 18/01/2019 | Cheque | \$97.00 | \$0.00 | \$97.00 | \$0.00 | ⌵ |
| 658051 | 23/11/2018 | Cheque | \$215.52 | \$0.00 | \$215.52 | \$0.00 | ⌵ |
| 648170 | 16/07/2018 | EFT | \$235.25 | \$0.00 | \$235.25 | \$0.00 | ⌵ |
| 644701 | 23/05/2018 | Cheque | \$178.92 | \$0.00 | \$178.92 | \$0.00 | ⌵ |
| 637914 | 07/02/2018 | EFT | \$158.90 | \$0.00 | \$158.90 | \$0.00 | ⌵ |
| 628977 | 18/10/2017 | Cheque | \$251.99 | \$0.00 | \$251.99 | \$0.00 | ⌵ |
| 624958 | 24/08/2017 | Cheque | \$285.44 | \$0.00 | \$285.44 | \$0.00 | ⌵ |
| 620177 | 26/04/2017 | EFT | \$177.07 | \$0.00 | \$177.07 | \$0.00 | ⌵ |
| 611277 | 30/01/2017 | Cheque | \$162.27 | \$0.00 | \$162.27 | \$0.00 | ⌵ |
| 602888 | 14/10/2016 | Cheque | \$229.02 | \$0.00 | \$229.02 | \$0.00 | ⌵ |
| | | | Page Totals | \$3,975.33 | \$0.00 | \$3,794.85 | \$180.48 |
| | | | Account Totals | \$17,744.04 | \$656.84 | \$15,784.86 | \$180.48 |

Download Search

Download Statement

You have unallocated funds on your account which can be refunded. Click here to request a refund.

Refund Request

Note: The Refund Request button will only be available if you meet the following criteria

- a. No debt on the account
- b. No missing returns


4. Select *Next Step*

Available Refunds

The following payments cannot be allocated to a return. Please confirm the amount you would like refunded. Click **Next Step** to complete your refund request.

Select All ☒

| Receipt # | Date Received | Method | Amount | Allocated | Unallocated | |
|-----------|---------------|--------|----------|-----------|-------------|-------------------------------------|
| 712919 | 26/02/2021 | EFT | \$180.48 | \$0.00 | \$180.48 | <input checked="" type="checkbox"/> |



Once a request has been submitted it will be reviewed and processed within 30 days. If there are any changes to your account after the request is submitted, such as new debt or overdue returns, the request may not be processed and you will be contacted by the department.

Close

Next Step

Total Unallocated:

\$180.48

Total Refunds:

\$180.48

5. Complete the required information

- Select the "Please refund the credit to the nominated bank account. I have read and acknowledge the Refund Request Privacy Notice" *tick box*

7. Select *Submit Request*

Refund Request

LRS Account Number18536ABN11 111 118 536

Business NameAGENT NUMBER 18536

Authorised Contact Name

Contact Email

Contact Number

Mailing Address

Enter a location

This is the address on your Levies account. If this address is not correct please update through [My Account](#)

Suburb

StatePostcode

Refund Amount\$180.48

Bank Account BSB

Bank Account Number

BSB Must be 6 characters, Account 4-9 Characters. Must not include spaces or special characters, include zeros where applicable.

Bank Account Name

Bank Name

In order to process the refund, we require the name of your nominated bank account to be associated with the entity name listed on the Australian Business Register or the business name of your account. If your ABN or business name has changed please email details of the change(s) to levies.management@awe.gov.au.

☐ Please refund the credit to the nominated bank account. I have read and acknowledge the [Refund Request Privacy Notice](#).

Submit RequestCancel

8. Your request will be sent to the Levies Revenue Services team for review and action.

9. Navigate back to the My Payments Page, select *Refund Request*

10. The system shows that the Refund is Pending.

Available Refunds

The following payments cannot be allocated to a return. Please confirm the amount you would like refunded. Click **Next Step** to complete your refund request.

| Receipt # | Date Received | Method | Amount | Allocated | Unallocated | |
|-----------|---------------|--------|----------|-----------|-------------|----------------|
| 712919 | 26/02/2021 | EFT | \$180.48 | \$0.00 | \$180.48 | Refund Pending |

Once a request has been submitted it will be reviewed and processed within 30 days. If there are any changes to your account after the request is submitted, such as new debt or overdue returns, the request may not be processed and you will be contacted by the department.

Close

Total Unallocated:

\$180.48

Total Refunds:

\$0.00

3.10 How to download a Statement?

1. Log into Levies Online [here](#).

Or visit: <https://leviesonline.agriculture.gov.au/lrsonline>

2. Select *My Returns* or *My Payments*, Select *Download Statement*

Home
My Returns
My Payments
My Account
Logout

New Return

Return Type: All Return Status: All

Return Amount: to Submitted: to

Search Cancel

(Returns 1 to 3 of 3)

| Return Ref | Return Type | Return Period | Status/Submitted | Return Amount | Penalty | Owing |
|----------------------------|-----------------------------------------|---------------|------------------|---------------|---------|----------|
| OL-8676466 | Cattle & livestock transactions monthly | Jul 2021 | 08 Jul 2021 | \$0.00 | \$0.00 | \$0.00 |
| OL-8676444 | Cattle & livestock transactions monthly | Jun 2021 | 25 Jun 2021 | \$755.16 | \$0.00 | \$755.16 |
| OL-8676443 | Cattle & livestock transactions monthly | May 2021 | 24 Jun 2021 | \$284.43 | \$0.00 | \$284.43 |

Return History
Welcome to Return History

Download Search **Download Statement**

Page Totals \$1,039.59 \$0.00 \$1,039.59
Account Totals \$1,039.59 \$0.00 \$1,039.59


3. Select *Open*

Do you want to open or save **Statement_20210708-160718.pdf** (159 KB) from dev2012.aladn.com.au?

Open Save Cancel

4. The *Statement of Account* will be displayed

Page 1

|  <p>Australian Government Department of Agriculture, Water and the Environment</p> | <p>Department of Agriculture, Water and the Environment - Levies 18 Marcus Clarke Street Canberra City ACT 2601 Locked Bag 4488 KINGSTON ACT 2604 Free call: 1800 020 619 Free Fax: 1800 609 150 http://www.agriculture.gov.au/ag-farm-food/levies</p> | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------|----------------------|--------------------|----------------------|-------------|----------|---------|----------|-----------------------------------------|----------|--------|----------|------------|---------|----------|-----------------------------------------|----------|--------|----------|------------|
| ABN 34 190 894 983 | | | | | | | | | | | | | | | | | | | | | | |
| STATEMENT OF ACCOUNT | | | | | | | | | | | | | | | | | | | | | | |
| Account Number <div style="border: 1px solid black; padding: 2px; display: inline-block;">72493</div> | | | | | | | | | | | | | | | | | | | | | | |
| To: | <div style="border: 1px solid black; padding: 5px; min-height: 60px;"> CATTLE AND LIVESTOCK GENERIC RETURN LOCKED BAG 4488 KINGSTON ACT 2604 </div> | | | | | | | | | | | | | | | | | | | | | |
| Statement Date <div style="border: 1px solid black; padding: 2px; display: inline-block;">08-Jul-2021</div> | | | | | | | | | | | | | | | | | | | | | | |
| Total Outstanding <div style="border: 1px solid black; padding: 2px; display: inline-block;">\$1,039.59</div> | | | | | | | | | | | | | | | | | | | | | | |
| Unallocated Payments <div style="border: 1px solid black; padding: 2px; display: inline-block;">\$0.00</div> | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Our Reference</th> <th style="text-align: left;">Period</th> <th style="text-align: left;">Return Type</th> <th style="text-align: right;">Amount</th> <th style="text-align: right;">Paid</th> <th style="text-align: right;">Outstanding</th> <th style="text-align: left;">Due Date</th> </tr> </thead> <tbody> <tr> <td>1410783</td> <td>May 2021</td> <td>Cattle & livestock transactions monthly</td> <td style="text-align: right;">\$284.43</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$284.43</td> <td>28/07/2021</td> </tr> <tr> <td>1410784</td> <td>Jun 2021</td> <td>Cattle & livestock transactions monthly</td> <td style="text-align: right;">\$755.16</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$755.16</td> <td>28/08/2021</td> </tr> </tbody> </table> | | Our Reference | Period | Return Type | Amount | Paid | Outstanding | Due Date | 1410783 | May 2021 | Cattle & livestock transactions monthly | \$284.43 | \$0.00 | \$284.43 | 28/07/2021 | 1410784 | Jun 2021 | Cattle & livestock transactions monthly | \$755.16 | \$0.00 | \$755.16 | 28/08/2021 |
| Our Reference | Period | Return Type | Amount | Paid | Outstanding | Due Date | | | | | | | | | | | | | | | | |
| 1410783 | May 2021 | Cattle & livestock transactions monthly | \$284.43 | \$0.00 | \$284.43 | 28/07/2021 | | | | | | | | | | | | | | | | |
| 1410784 | Jun 2021 | Cattle & livestock transactions monthly | \$755.16 | \$0.00 | \$755.16 | 28/08/2021 | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Current</th> <th style="text-align: right;">1-29 Days Overdue</th> <th style="text-align: right;">30-59 Days Overdue</th> <th style="text-align: right;">60-89 Days Overdue</th> <th style="text-align: right;">90 Days Plus Overdue</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">\$1,039.59</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> </tr> </tbody> </table> | | Current | 1-29 Days Overdue | 30-59 Days Overdue | 60-89 Days Overdue | 90 Days Plus Overdue | \$1,039.59 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | | | | | | | | | |
| Current | 1-29 Days Overdue | 30-59 Days Overdue | 60-89 Days Overdue | 90 Days Plus Overdue | | | | | | | | | | | | | | | | | | |
| \$1,039.59 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | | | | | | | | | | | | | | | | |
| <p>Please see overleaf/attached for an explanation of the statement and information on payment.</p> <p>Where levy/export charge is not paid by the relevant due date, penalty will be payable at the rate of 2% per month compounding on the sum of the unpaid amounts, including penalties already accrued.</p> <p>*As penalty is calculated daily, please contact us to obtain a current payout figure.</p> <p>If you have an amount showing under the 'Unallocated Payments' field or other queries please contact our debt manager by free call on 1800 814 961 or email at levies.management@awe.gov.au</p> <p>If you have already paid the amount shown above, please disregard this statement.</p> <p style="text-align: center;">Thank you for your payment.</p> <p style="text-align: center;"><i>For more information, visit our website at http://www.agriculture.gov.au/ag-farm-food/levies</i></p> | | | | | | | | | | | | | | | | | | | | | | |

Department of Agriculture, Water and the Environment - Levies Statement of Account

| | |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Account Number: | This is the LRS account number allocated to you and should be quoted on all correspondence with Levies. |
| Statement Date: | This is the date the statement was produced. Any return forms or payments received on or after this date will not appear on this statement. |
| Total Outstanding: | This is the total amount outstanding on your account as at the date the statement was produced. The total outstanding includes current debt for returns that have been submitted but are not yet due for payment. Unallocated payments are not included in this total. |
| Unallocated Payments: | This amount relates to payment we have received but have not been able to match to a submitted return. This amount is not included in the 'Total Outstanding.' Please contact us if there is an unallocated payment amount listed on your statement. |
| Our Reference: | This is the return number generated when the return is entered. Where a prefix "P" appears before the reference number this indicates a penalty charge has been applied. |
| Period: | This is the last month of the return period (monthly, quarterly or annual) that the return or penalty relates to. |
| Due Date: | This is the legislative payment due date for each outstanding amount. |

Penalties: Under the provisions of the *Primary Industries Levies and Charges Collection Act 1991*, if you pay your levy late, you will be penalised at the rate of 2% per month (calculated daily). This will compound on the total of the unpaid amounts, including any penalties you have already accrued, until you have paid the outstanding levy in full.
If you are paying overdue amounts, please contact us on 1800 020 619 to obtain a current payout figure.

How to Pay

EFT is the easy way to pay your levies and is our preferred payment method.

EFT

Electronic Funds Transfer

The Department of Agriculture, Water and the Environment - Levies bank account details are as follows:

| | |
|-------------------|--------------------------------------------------------------------------------------------------|
| Bank | RESERVE BANK |
| BSB | 092009 |
| Account Number | 111700 |
| Account Name | Department of Agriculture, Water and the Environment Official Administered |
| Payment Reference | LRS72493 CATTLE AND LIVESTOCK GENERIC RETURN (LRS, your LRS account number and business name) |



Cheque/Money Order

Mail this portion with a cheque or money order, made out to Department of Agriculture - Levies.

Please indicate below which return/s and or penalty charges your payment relates to:

| | |
|-----------------|-------|
| LRS Account No: | 72493 |
| Our Reference: | |
| Amount Paid: | |

Department of Agriculture, Water and the Environment - Levies
Locked Bag 4488
KINGSTON ACT 2604

4 Reference to exemptions, definitions and the privacy statement

4.1 Exemptions

The cattle and livestock transaction levy is not payable on, the:

1. Sale of cattle or livestock at auction to the vendor or
2. Sale or delivery of cattle or livestock between related companies unless the company buying or taking delivery is a processor or
3. Delivery of cattle or livestock to a processor for slaughter on behalf of the person delivering the cattle or livestock if:
 - a. the delivery occurs within 14 days of the person acquiring the cattle or livestock in a transaction where levy was deducted and
 - b. the cattle or livestock are subsequently slaughtered, and
 - c. the person continues to own the cattle or livestock immediately after their hot carcass weight would normally be determined or
4. Sale or delivery of cattle or livestock to a processor if the cattle or livestock are not, at the time of the sale or delivery, fit for human consumption or
5. Where ownership of the cattle or livestock changes on the death of the owner of the cattle or livestock or due to dissolution of partnerships or
6. Where ownership of cattle and livestock is sold or transferred following a court order following proceedings under the Family Law Act 1975 (however, levy is payable where cattle and livestock are sold to satisfy the cash transfer determinations of a court order) or
7. Leivable bobby calf on which levy has already been paid
8. Sale of sheep or lambs if the sale price per head is less than \$5.00
9. Slaughter of cattle (other than lot-fed cattle) by a producer, or by a person on behalf of a producer, if:
 - a. the cattle are slaughtered for consumption:
 - i. by the producer, members of the producer's household or the producer's employees, and
 - b. on premises owned or occupied by the producer and
 - c. the cattle are slaughtered on premises owned or occupied by the producer and
 - d. immediately before the slaughter the cattle were owned by the producer and kept on the premises, and
 - e. there is no sale or other transaction transferring ownership of the cattle, or any part or product of the carcass of the cattle, before, during or after the slaughter or
 - f. sale of dairy cattle for dairying purposes, or

10. Slaughter of livestock for consumption by:

- a. the owner of the livestock or
- b. members of the owner's family, or
- c. the owner's employees.

11. Sale of cattle or livestock by an export license holder to another export license holder if the animals are exported within 30 days of being acquired by the first license holder.

Note: A statement, or exemption certificate must be given if the cattle and livestock transaction levy is not payable on the delivery to a processor.

If cattle or livestock are delivered to a processor and levy is not payable due to the delivery occurring within 14 days after the cattle or livestock were or are acquired by the person and the cattle or livestock are afterwards slaughtered and the person continues to own the cattle or livestock immediately after their hot carcass weight would normally be determined, the person on whose behalf the cattle or livestock are delivered must give the processor a levy exemption certificate.

Contact your local [levies office](#) for information about the format of the certificate.

4.2 Definitions

Cattle means bovine animals other than buffalo.

A cow with a calf at foot is taken together to be a single head of cattle. Similarly, a nanny-goat or ewe with a kid or lamb at foot are together taken to be a single head or goat or sheep.

Livestock means goats, lambs (under 12 months of age or does not have any permanent incisor teeth in wear) and sheep.

Lot-fed cattle are cattle that are, or are likely to be, used in the production of grain-fed beef.

A bobby calf means a bovine animal (other than a buffalo or a head of lot-fed cattle) which has:

- a. been slaughtered and the dressed weight of whose carcass did not or does not exceed 40kgs or
- b. been slaughtered but which, at the time of the leviable transaction or other dealing, had or has a liveweight that did not exceed 80kgs or
- c. has not been slaughtered or had its liveweight determined at the time of the leviable transaction or other dealing but which, in the opinion of the processor, would, if slaughtered at that time, have constituted or constitute a carcass whose dressed weight would not have exceeded or would not exceed 40kgs.

An animal is slaughtered on a service kill basis if the animal is killed by a slaughterer, other than the owner of the animal, and the owner of the animal retains ownership of all of the products of the slaughter.

4.3 Privacy Statement

Personal information collected on the cattle and livestock transaction levy return or in any other form supplied by you to the Department of Agriculture, Water and the Environment (the Department) for the purposes of the lodging a return with the department will be treated in accordance with the *Privacy Act 1988* and any relevant guidelines.

Personal information

‘Personal information’ means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

The collection of mandatory 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 cattle and livestock transaction levy.

If you do not provide the mandatory information requested in this form, you will be in breach of the Act and the Department may be required to take action. The Department will also be unable to administer the cattle and livestock transaction levy if the mandatory information is not provided. The personal information collected may include information in relation to your business, including your ABN, ACN, business name, contact person details, email address, physical address, and phone number and information about the people you dealt with in a return period.

Giving false or misleading information is a serious offence.

Disclosure, use and storage of information

The Department may disclose your personal information and those of the people you dealt with in a return period to levy recipient organisations and the Australian Bureau of Statistics where necessary for the above purposes, provided the disclosure is consistent with relevant laws, in particular the Act and 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: <https://www.awe.gov.au/about/commitment/privacy> to learn more about accessing or correcting personal information or making a complaint. Alternatively, you can email the Department at privacy@awe.gov.au.