

Office use only



Form TR1 Document lodgement form

About this form

You must complete this form when lodging documents with the Office of State Revenue for assessment and stamping endorsement under the *Duties Act 2001*. If you are lodging multiple documents for differing parties and/ or primary transaction types, a separate lodgement form must be completed for each document set.

Part A — Lodging party details

1. Client number If known 2. Your reference

(Complete this section if you do not have a Client number or your details have changed since registration/last lodgement)

3. Given name(s)
 (i.e. John David, no initials)
 Surname
 (inc. Title)
 Date of birth
 or
 Organisation name
 (e.g. Company name, Trustee & Trust name)
 ABN/ ACN
 Trading name

Part B — Correspondence address

(Complete this section if you do not have a Client number or your details have changed since registration/last lodgement)

4. C/o
 Unit/Flat/Building
 Street no./Street/PO Box
 Suburb/Town
 Country
 State Postcode
 Telephone
 Email address

Part C — Transaction Type

5. Select the primary transaction

- ☐ Residential land transfer (e.g. vacant land, residential properties)
- ☐ Non-residential land/ other property transfer (e.g. commercial land, business and chattels, new/ existing rights)
- ☐ Motor vehicle transfer (e.g. exemption claim, where there is a previously stamped business contract)
- ☐ Relevant acquisition in unlisted corporation (e.g. landholder, corporate trustee)
- ☐ Non-dutiable transaction
- ☐ Extinct tax or Stamp Act transaction (e.g. lease duty, mortgage duty)
- ☐ Insurance duty (e.g. refund for charitable institution)

Part D — Office use only

Payment received \$

Am I required to complete a Document lodgement form?

You are required to complete and lodge this form each time you lodge documents with the Office of State Revenue (OSR) for assessment and endorsement under the *Duties Act 2001*.

How to complete a Document lodgement form

This form has 3 parts (labelled A, B and C) and smaller questions within each part numbered individually. When completing this form, please print or type all responses in the boxed spaces and tick appropriate boxes.

Part A – Lodging party details

1. Enter your Client number if you already have one, if not, leave this blank.
2. Enter your file reference for this lodgement if applicable.
3. Enter your full name and date of birth or full name of your organisation and ABN/ACN if you do not have a Client number. If you have a Client number already and your details have not changed you do not need to complete this part.

Part B – Correspondence address

4. Enter your contact details. If your contact details have not changed since your last lodgement you do not need to complete this part.

Part C – Transaction type

5. You must select the transaction type for your specific lodgement. Examples are given after each one to assist you in making your selection. Only one box must be selected on the document lodgement form.

The Office of State Revenue is collecting the information on this form for the purposes of administering State revenue. Collection of this information is authorised by the *Duties Act 2001*. Your personal information will not be disclosed without your consent except in the circumstances outlined in the *Taxation Administration Act 2001* or as otherwise authorised by law.

Note: Neither the Office of State Revenue nor the Commissioner of State Revenue accept responsibility for loss, destruction or damage to documents lodged with them howsoever caused. Persons lodging such documents are advised to retain copies of them in case of such an event.

Note: All cheques or other negotiable instruments should be made payable to the Office of State Revenue crossed and marked 'Not Negotiable'. Any electronic payments must include the transaction number, details of which will be issued on the assessment notice pertaining to this lodgment.

Office of State Revenue
GPO Box 2593
Brisbane Qld 4001

Client Contact Centre Ph: 1300 300 734

Visit our website at www.osr.qld.gov.au to obtain public rulings, approved forms and information relating to this and other State taxation subjects.