



Point to Point
Transport Commissioner

Passenger Service Levy User Guide

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1. Background

1.1. About this document

This Passenger Service Levy User Guide has been written to assist Service Providers using the Industry Portal to register for the levy, submit their returns, apply for a levy exemption or rebate and manage their levy assessment payments.

What is the Passenger Service Levy?

The Passenger Service Levy is a temporary \$1.20 per trip levy that applies to service providers.

Service providers are required to register as taxpayers. If they are liable to pay the levy, they can choose to pass the cost onto passengers or not, but service providers are still liable to pay the levy.

Service providers need to register as a taxpayer through the Industry Portal on the [Point to Point Transport Commission website](#) to pay the levy.

Payment of the levy is a condition of authorisation for service providers.

Service providers will need to estimate the number of passenger service transactions they will carry out on an annual basis. Service providers that carry out more than 600 passenger service transactions per year are required to pay the levy monthly. Each month service providers are required to declare the number of passenger service transactions (trips) completed using the Industry Portal.

Small service providers, those carrying out from 151 up to 600 passenger service transactions in any 12 month period, will have their levy assessments capped and will be able to pay annually.

Read the [Passenger Service Levy fact sheet](#) for details.

1.2. Key definitions

All terminology in this user guide is taken to mean the generally accepted or dictionary definition with the exception of the following terms which have a specifically defined meaning.

- i. ASP - Authorised Service Provider
- ii. TSP – Taxi Service Provider



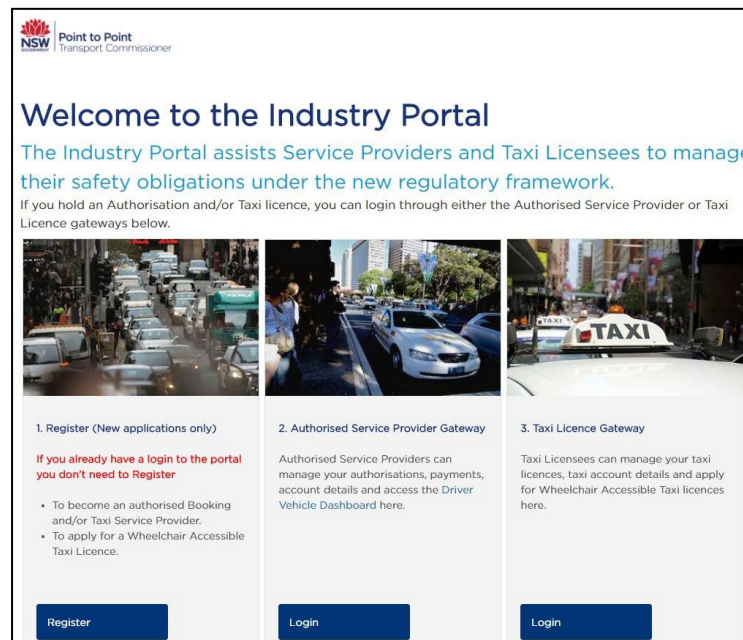
- iii. BSP – Booking Service Provider
- iv. PSL – Passenger Service Levy

2. How to Register for the Passenger Service Levy

From your web browser, go to the [Point to Point Transport website](http://www.pointtopoint.nsw.gov.au/) at <http://www.pointtopoint.nsw.gov.au/>.



Click on the Industry Portal link  at the top right.



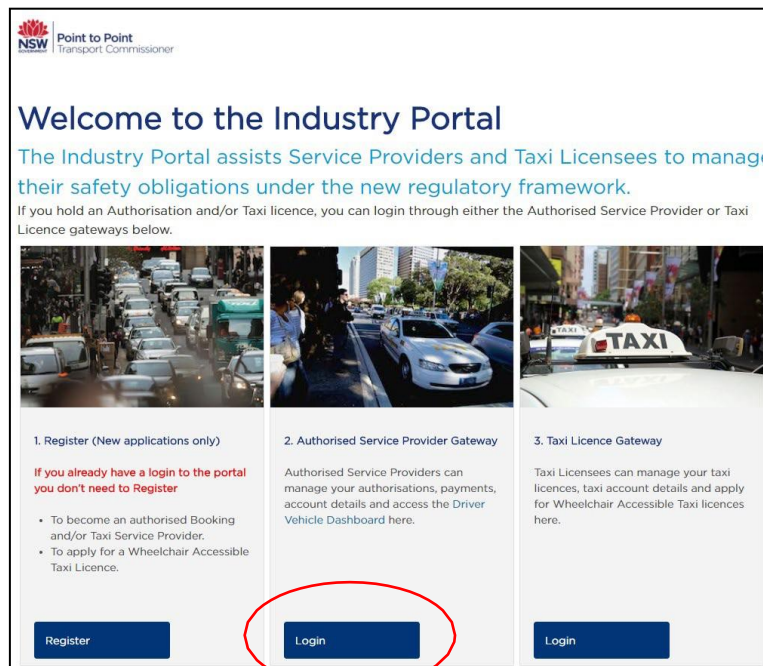
3. Industry Portal – Authorised Service Provider Access

Once you have registered on the Industry Portal and been granted authorisation you will be able to access the functions in the Authorised Service Provider Gateway.

Login to the Authorised Service Provider Gateway to register as a taxpayer for the Passenger Service Levy.

3.1. Log in

Under the Authorised Service Provider Gateway (middle panel) click Login.






NSW Point to Point
Transport Commissioner

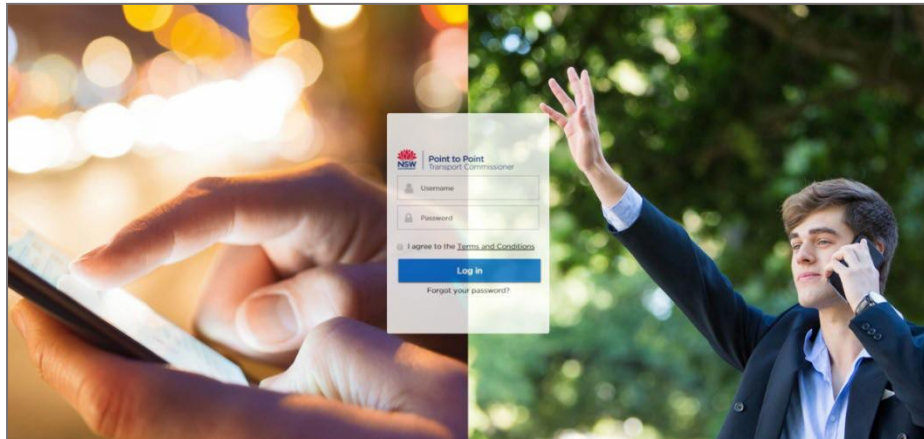
Welcome to the Industry Portal

The Industry Portal assists Service Providers and Taxi Licensees to manage their safety obligations under the new regulatory framework.

If you hold an Authorisation and/or Taxi licence, you can login through either the Authorised Service Provider or Taxi Licence gateways below.

 <p>1. Register (New applications only)</p> <p>If you already have a login to the portal you don't need to Register</p> <ul style="list-style-type: none">To become an authorised Booking and/or Taxi Service Provider.To apply for a Wheelchair Accessible Taxi Licence. <p>Register</p>	 <p>2. Authorised Service Provider Gateway</p> <p>Authorised Service Providers can manage your authorisations, payments, account details and access the Driver Vehicle Dashboard here.</p> <p>Login</p>	 <p>3. Taxi Licence Gateway</p> <p>Taxi Licensees can manage your taxi licences, taxi account details and apply for Wheelchair Accessible Taxi licences here.</p> <p>Login</p>
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The login screen is displayed.



Type in your Username.

Note: This will have been sent to your registered email address. Please save this email for future reference.

Type in your Password.

You must read and agree to the 'Terms and Conditions'.

 I agree to the [Terms and Conditions](#)

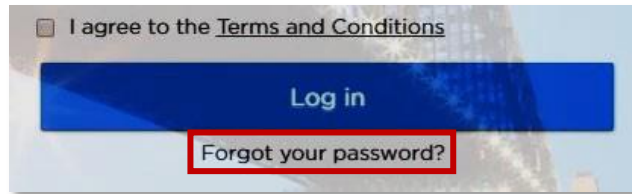
If you agree, check the 'I agree to the [Terms and Conditions](#)' check box.

 I agree to the [Terms and Conditions](#)

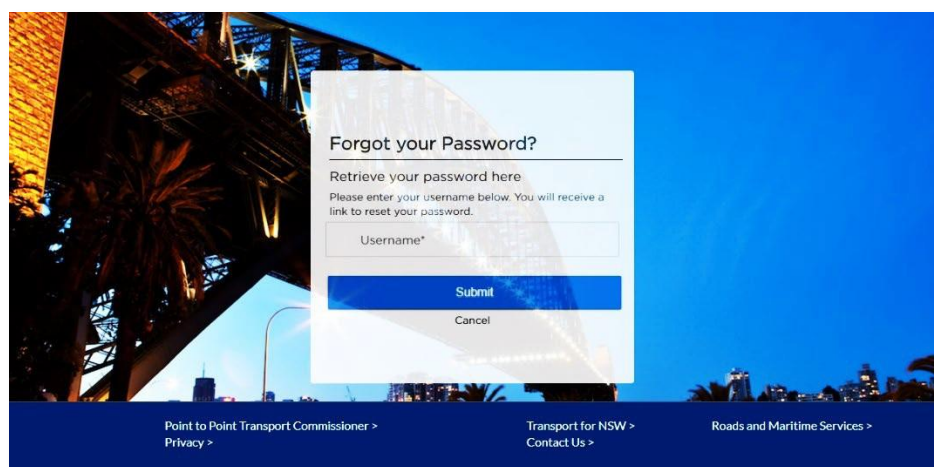
Click 'Log in'.

3.2. Forgot your password?

Click the 'Forgot your password' link under the 'Log in' button.



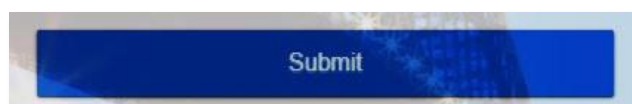
The Forgot your Password screen is displayed.



Type in your Username. This is the email address you used to register.



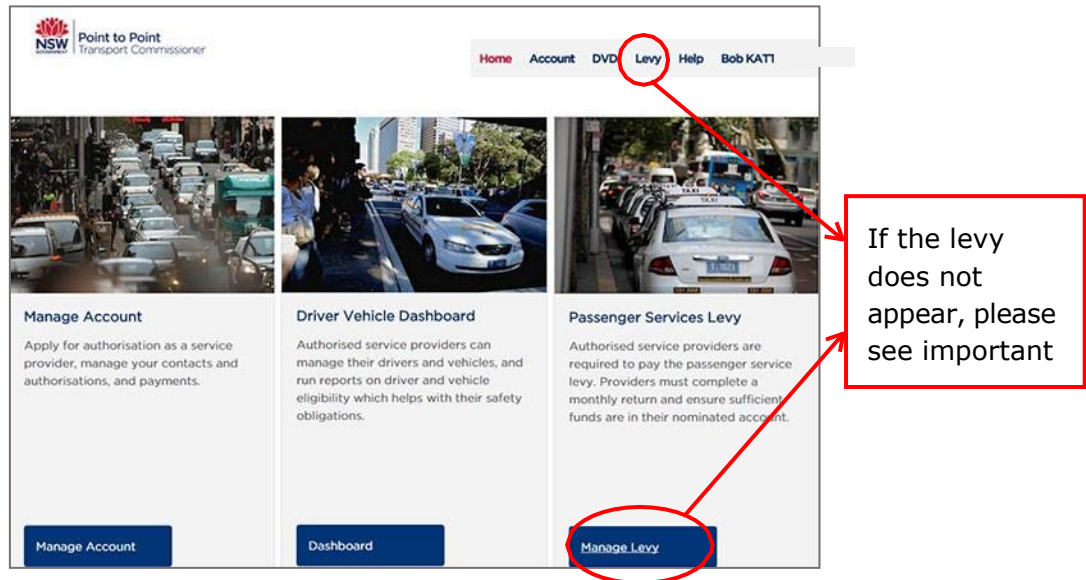
Click Submit.



Check your registered email for a link to reset your password.

4. Managing your Passenger Service Levy

When you have successfully logged into the Authorised Service Provider portal, the following homepage is displayed.



IMPORTANT NOTE:

If the Levy link in the top menu or Manage Levy button, and Passenger Service Levy panel do not appear it means you have not provided proof of identity for your contacts to access the levy functions.

Before you can access the Passenger Services Levy functions, you must have provided [100 points of identification](#).

To provide the [100 points of identification](#), return to the homepage and go to the 'Manage Account' panel. You will need to update your 'Account' details and 'Contact' details and upload the certified identity documents for the nominated contact people.

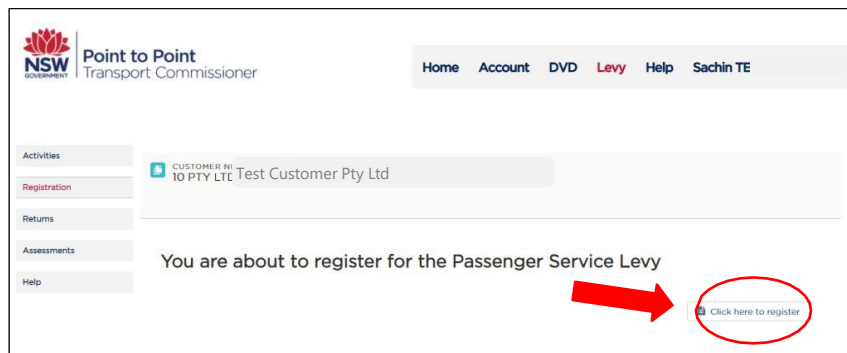
Once we have validated your [100 points of identification](#), you will be able to register for the levy.

4.1. Registering for the levy

Go to the Passenger Services Levy panel and click 'Manage Levy' to access the levy registration, returns and assessment functions.

Alternatively, you can access the Passenger Service Levy functions using the navigation menu located at the top right hand side of the page under 'Levy'.

When you click the 'Manage Levy' button you will be taken to the Passenger Service Levy section of the Industry Portal, as below:



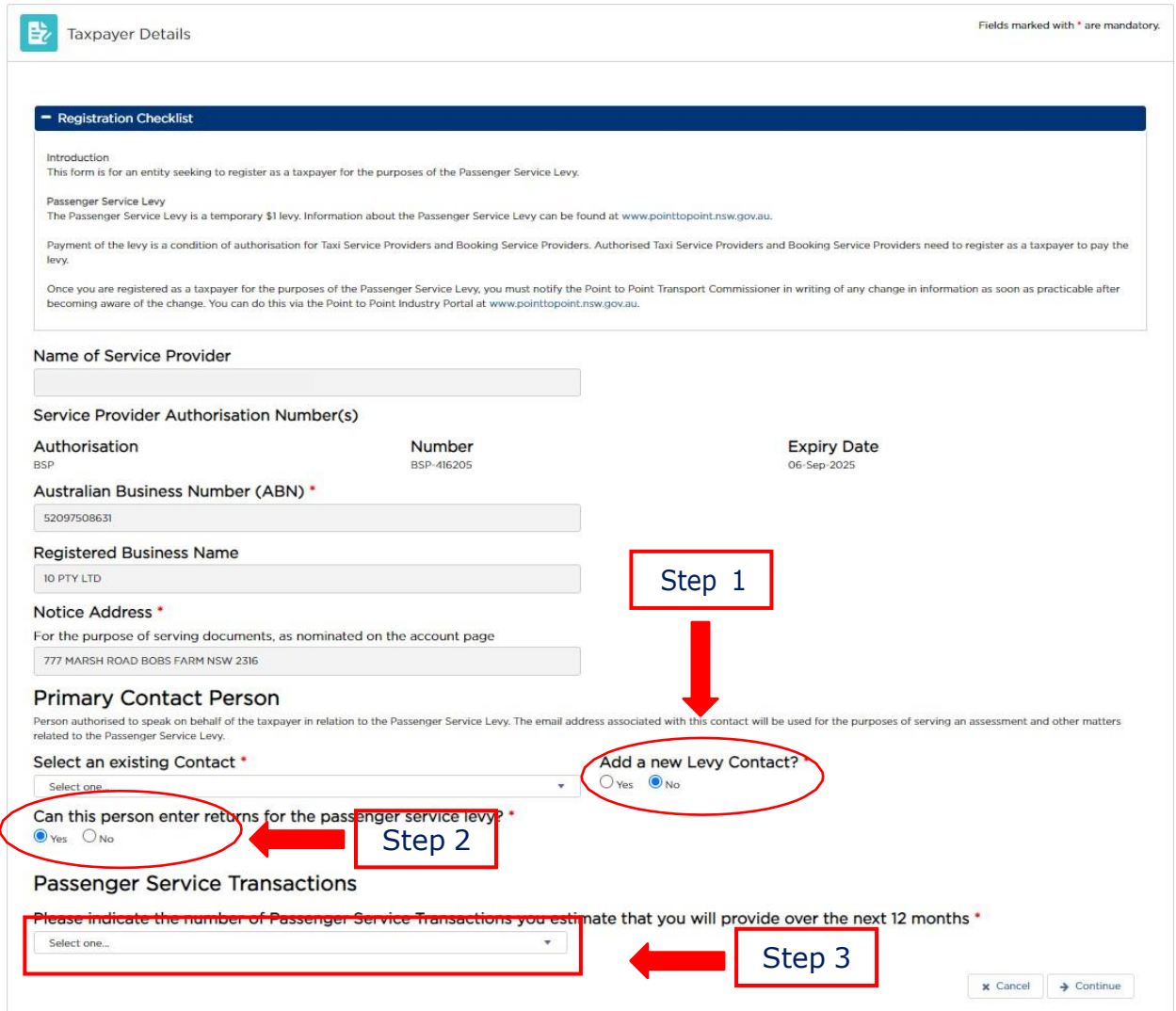
To register for the levy, click the 'Click here to register' button on the bottom right of the screen.

Note: Payment of the levy is a condition of authorisation for service providers. All service providers must register as taxpayers for the levy with the Point to Point Transport Commission.

You will be taken to the Passenger Service Levy registration screen, which will be pre-populated with information from your Authorised Service Provider details, including BSP and/or TSP number, Australian Business Number and levy notification address.

Step 1

Select an existing contact or add a new levy contact in the 'Primary Contact Person' section.



The screenshot shows the 'Taxpayer Details' form with the following sections and annotations:

- Registration Checklist:** Introduction, Passenger Service Levy, Payment of the levy, and Once you are registered as a taxpayer...
- Name of Service Provider:** Text input field.
- Service Provider Authorisation Number(s):** Table with columns: Authorisation (BSP), Number (BSP-416205), and Expiry Date (06-Sep-2025).
- Australian Business Number (ABN):** Text input field (52097508631).
- Registered Business Name:** Text input field (10 PTY LTD).
- Notice Address:** Text input field (777 MARSH ROAD BOBS FARM NSW 2316).
- Primary Contact Person:** Text input field.
- Select an existing Contact:** Dropdown menu with 'Select one'.
- Add a new Levy Contact? *** Radio buttons: Yes (unselected), No (selected).
- Can this person enter returns for the passenger service levy? *** Radio buttons: Yes (selected), No (unselected).
- Passenger Service Transactions:** Text input field with 'Please indicate the number of Passenger Service Transactions you estimate that you will provide over the next 12 months *' and a dropdown menu with 'Select one...'.

Annotations:

- Step 1:** A red box around the 'Add a new Levy Contact?' radio buttons, with a red arrow pointing down to the 'No' option.
- Step 2:** A red box around the 'Can this person enter returns for the passenger service levy?' radio buttons, with a red arrow pointing left to the 'Yes' option.
- Step 3:** A red box around the 'Passenger Service Transactions' dropdown menu, with a red arrow pointing left to the dropdown.

Step 2

Check the details of the primary contact person listed and confirm by clicking 'Yes' or 'No'.

If you select No, then you will be presented with an option to add another primary contact with authority to enter returns for the Passenger Service Levy.

Step 3

From the drop down list under the 'Passenger Service Transactions' heading, select the number of passenger service transactions you estimate you will

provide in the upcoming 12 month period. You need to provide an estimated whether you are a Booking Service Provider, a Taxi Service Provider or both.

If you fail to submit a passenger service transaction return for the month or if the return is incomplete or contains errors, the range you indicate here may be used by the Point to Point Transport Commissioner to calculate an estimated assessment.

Click the 'Continue' button once you have completed the form.

4.2. Less than 600 PSTs in a year

If you estimate you will be providing less than 600 PSTs in a year, you will be asked if you will be applying for an Exemption (150 PSTs or less) or a Rebate (between 151 and 600 PSTs in a year).

Exemption

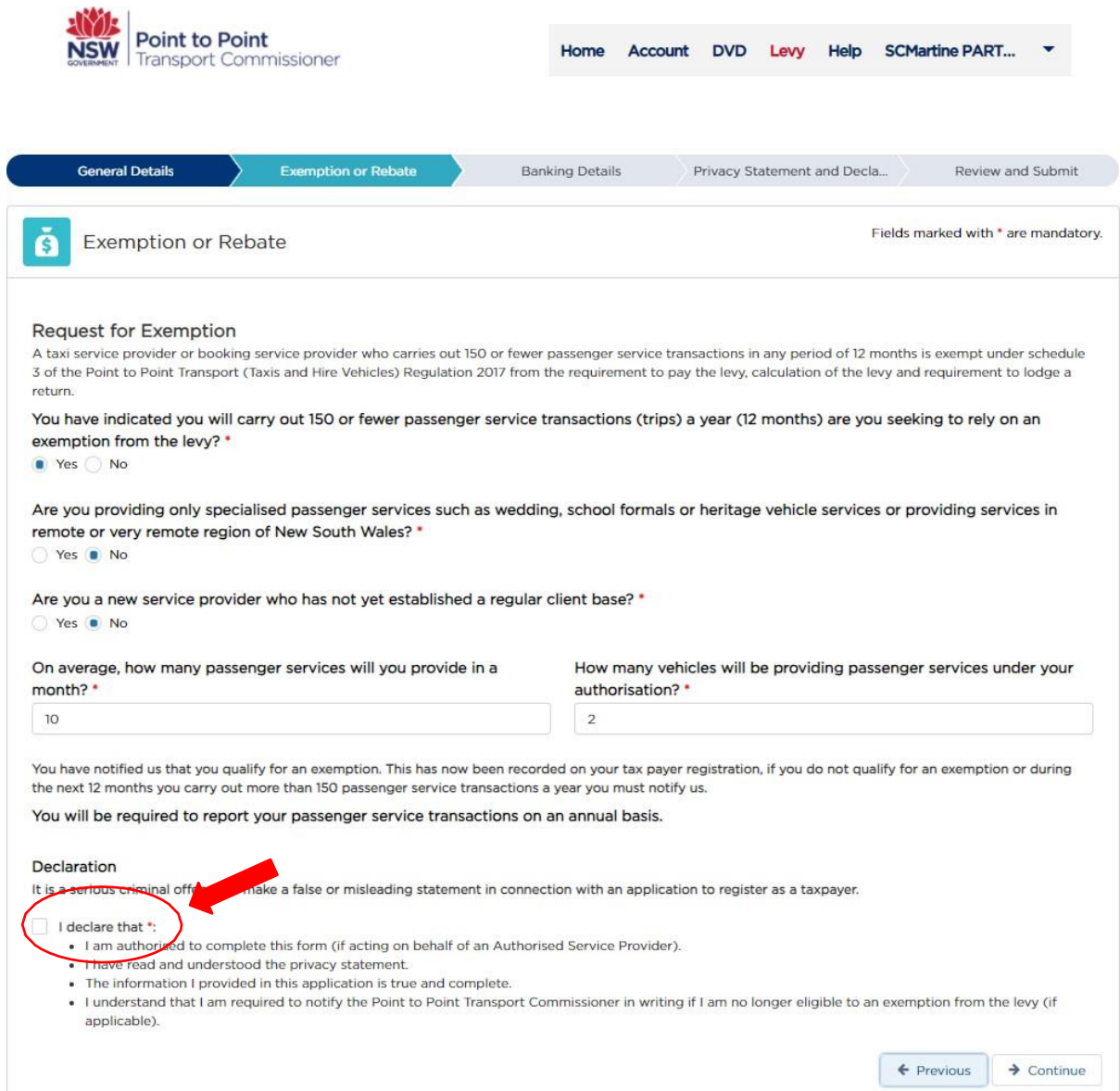
If you select "150 or less", you will be asked if you will be applying for an **exemption**. You are exempt from the Passenger Service Levy if:

- the trip starts in another State or Territory
- you carry out fewer than 150 passenger service transactions per year
- the passenger service is carried out in remote or very remote areas of NSW. See [map](#).

Passenger Service Levy Exemption Area Boundaries



Complete the form and check the declaration box (see below).



NSW GOVERNMENT | Point to Point Transport Commissioner

Home Account DVD Levy Help SCMartine PART... ▾

General Details Exemption or Rebate Banking Details Privacy Statement and Decla... Review and Submit

Exemption or Rebate

Fields marked with * are mandatory.

Request for Exemption

A taxi service provider or booking service provider who carries out 150 or fewer passenger service transactions in any period of 12 months is exempt under schedule 3 of the Point to Point Transport (Taxis and Hire Vehicles) Regulation 2017 from the requirement to pay the levy, calculation of the levy and requirement to lodge a return.

You have indicated you will carry out 150 or fewer passenger service transactions (trips) a year (12 months) are you seeking to rely on an exemption from the levy? *

Yes No

Are you providing only specialised passenger services such as wedding, school formals or heritage vehicle services or providing services in remote or very remote region of New South Wales? *

Yes No

Are you a new service provider who has not yet established a regular client base? *

Yes No

On average, how many passenger services will you provide in a month? *

10

How many vehicles will be providing passenger services under your authorisation? *

2

You have notified us that you qualify for an exemption. This has now been recorded on your tax payer registration, if you do not qualify for an exemption or during the next 12 months you carry out more than 150 passenger service transactions a year you must notify us.

You will be required to report your passenger service transactions on an annual basis.

Declaration

It is a serious criminal offence to make a false or misleading statement in connection with an application to register as a taxpayer.

I declare that *:

- I am authorised to complete this form (if acting on behalf of an Authorised Service Provider).
- I have read and understood the privacy statement.
- The information I provided in this application is true and complete.
- I understand that I am required to notify the Point to Point Transport Commissioner in writing if I am no longer eligible to an exemption from the levy (if applicable).

← Previous → Continue

Because you have applied for an exemption, you will not be presented with the Banking Details forms described in section 4.4 of this User Guide.

Rebate (Between 150 and 600 PSTs in a year)

If you select either "150 to 400" or "401 to 600", you will be asked if you will be applying for a **rebate**.

Complete the form and check the declaration box (see below). This will determine how often you need to report your passenger service transactions to the Point to Point Transport Commissioner



General Details

Exemption or Rebate

Banking Details

Privacy Statement and Decla...

Review and Submit



Exemption or Rebate

Fields marked with * are mandatory.

Request for Rebate

A taxi service provider or booking service provider who carries out between 151 and 600 passenger service transactions in any period of 12 months may be entitled to a rebate of the levy.

The amount of rebate is the amount required so that the amount of levy payable is as follows:

- If the number of passenger service transactions carried out is more than 150 but not more than 400 the levy payable is \$150. or
- If the number of passenger service transactions carried out is more than 400 but not more than 600 the levy payable is \$400.

Are you seeking to apply for a rebate from the Levy?

Yes No

Are you providing only specialised passenger services such as wedding, school formals or heritage vehicle services? *

Yes No

On average, how many passenger services will you provide in a month? *

15

How many vehicles will be providing passenger services under your authorisation? *

4

You have notified us that you qualify for the Passenger Service Levy rebate. This has now been recorded on your tax payer registration, if you do not qualify for the rebate or during the next 12 months you carry out more than 600 passenger service transactions annually you must notify us.

You will be required to report your passenger service transactions on an annual basis

Declaration

It is a serious criminal offence to make a false or misleading statement in connection with an application to register as a taxpayer.

I declare that:

- The information I provided in this request for rebate is true and complete.
- I understand that I am required to notify the Point to Point Transport Commissioner in writing if I am no longer eligible for a rebate for the levy.

← Previous

→ Continue

4.3. More than 600 PSTs in a year

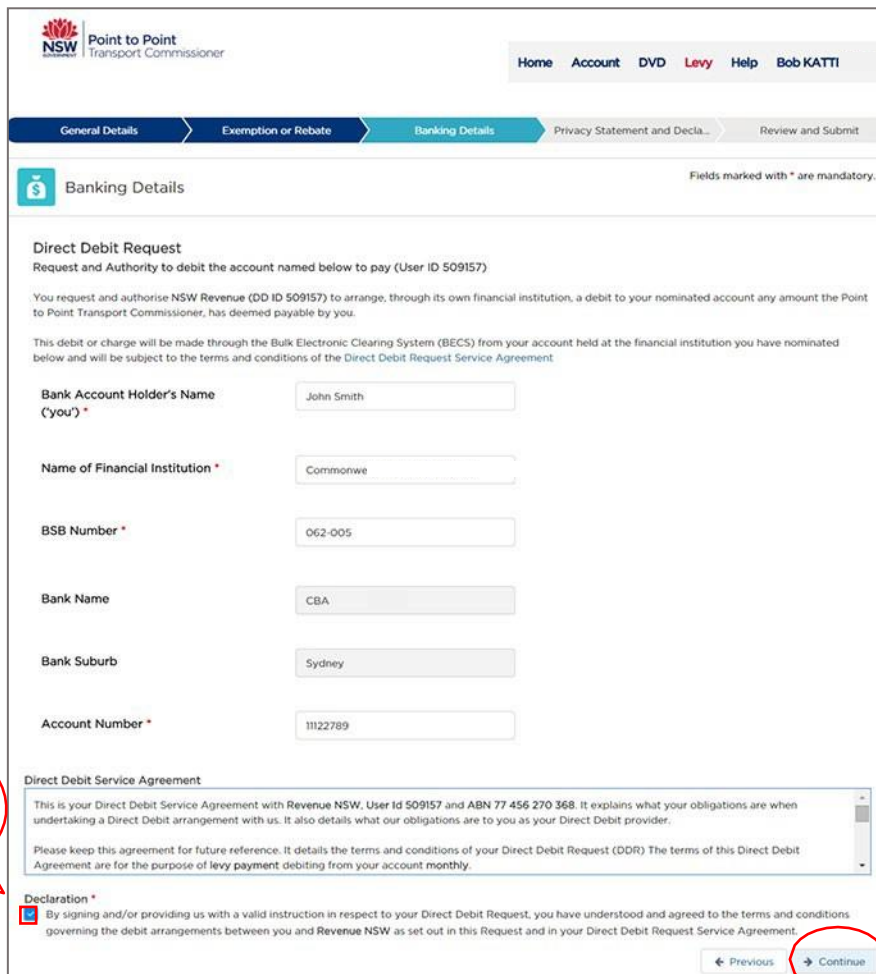
If you will be providing more than 600 PSTs in a year you are not entitled to exemption or a rebate. You will need to select your estimated number of PSTs for the upcoming calendar year.

4.4. Banking details

Enter the details of the bank account which Revenue NSW will debit for levy payments.

If you are [entitled to a rebate](#) your bank account will be debited annually.

Read the direct debit service agreement which explains your obligations governing the debit arrangements between you and Revenue NSW.

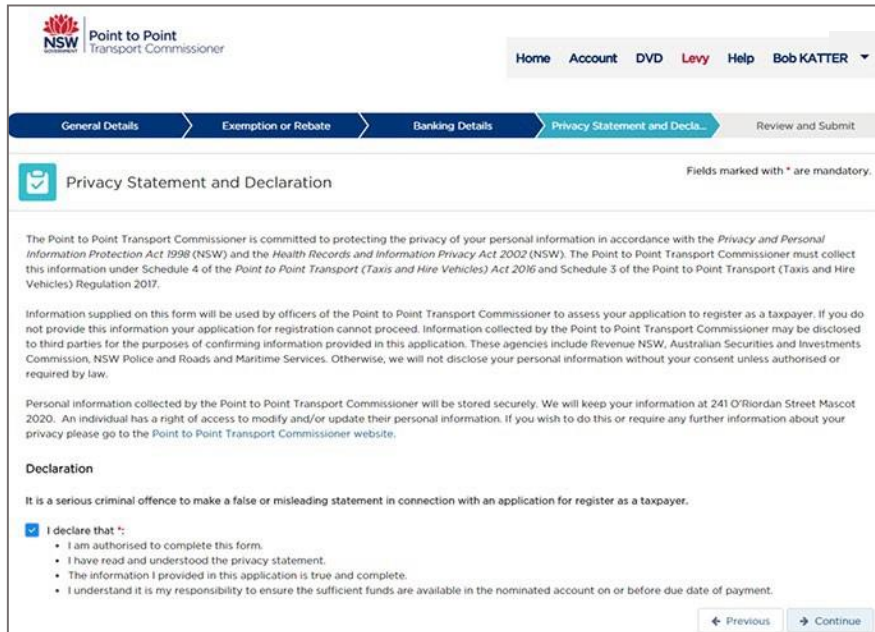


The screenshot shows the 'Banking Details' section of the Point to Point web portal. At the top, there is a navigation bar with 'Home', 'Account', 'DVD', 'Levy', 'Help', and 'Bob KATTI'. Below this is a breadcrumb trail: 'General Details' > 'Exemption or Rebate' > 'Banking Details' > 'Privacy Statement and Decla...' > 'Review and Submit'. The main heading is 'Banking Details' with a sub-heading 'Direct Debit Request'. A note states: 'Request and Authority to debit the account named below to pay (User ID 509157)'. Below this, there is explanatory text about the direct debit request and the BECS system. The form contains several input fields: 'Bank Account Holder's Name (you) *' (John Smith), 'Name of Financial Institution *' (Commonwe...), 'BSB Number *' (062-005), 'Bank Name' (CBA), 'Bank Suburb' (Sydney), and 'Account Number *' (11122789). A 'Direct Debit Service Agreement' section contains a scrollable text area with terms and conditions. At the bottom, there is a 'Declaration *' section with a checked checkbox and a 'Continue' button circled in red. A red speech bubble on the left points to the checkbox with the text 'Declaration checkbox'.

Check the checkbox under 'Declaration' to authorise the direct debit request and then click 'Continue'. This will take you to the Privacy Statement and Declaration.

Read the Privacy Statement and check the checkbox next to the 'I declare that' heading if you agree that you are:

- authorised to complete the form
- have read and understood the privacy statement
- the information provided is true and complete, and
- it is your responsibility to ensure that there is sufficient funds in the bank account on or before the payment date.



The screenshot shows the 'Privacy Statement and Declaration' page in the Point to Point Transport Commissioner system. The page includes a navigation menu with 'Home', 'Account', 'DVD', 'Levy', 'Help', and 'Bob KATTER'. A progress bar indicates the current step is 'Privacy Statement and Decla...'. The main content area contains a privacy notice, a declaration section with a checked checkbox, and 'Previous' and 'Continue' buttons.

NSW Point to Point Transport Commissioner

Home Account DVD Levy Help Bob KATTER

General Details Exemption or Rebate Banking Details Privacy Statement and Decla... Review and Submit

Privacy Statement and Declaration Fields marked with * are mandatory.

The Point to Point Transport Commissioner is committed to protecting the privacy of your personal information in accordance with the *Privacy and Personal Information Protection Act 1998 (NSW)* and the *Health Records and Information Privacy Act 2002 (NSW)*. The Point to Point Transport Commissioner must collect this information under Schedule 4 of the *Point to Point Transport (Taxi and Hire Vehicles) Act 2016* and Schedule 3 of the *Point to Point Transport (Taxi and Hire Vehicles) Regulation 2017*.

Information supplied on this form will be used by officers of the Point to Point Transport Commissioner to assess your application to register as a taxpayer. If you do not provide this information your application for registration cannot proceed. Information collected by the Point to Point Transport Commissioner may be disclosed to third parties for the purposes of confirming information provided in this application. These agencies include Revenue NSW, Australian Securities and Investments Commission, NSW Police and Roads and Maritime Services. Otherwise, we will not disclose your personal information without your consent unless authorised or required by law.

Personal information collected by the Point to Point Transport Commissioner will be stored securely. We will keep your information at 241 O'Riordan Street Mascot 2020. An individual has a right of access to modify and/or update their personal information. If you wish to do this or require any further information about your privacy please go to the Point to Point Transport Commissioner website.

Declaration

It is a serious criminal offence to make a false or misleading statement in connection with an application for register as a taxpayer.

I declare that :

- I am authorised to complete this form.
- I have read and understood the privacy statement.
- The information I provided in this application is true and complete.
- I understand it is my responsibility to ensure the sufficient funds are available in the nominated account on or before due date of payment.

Previous Continue

Click 'Continue' at the bottom of the page which will take you to a banking confirmation page.

4.5. Direct Debit Request Confirmation

You will be presented with a screen requesting your direct debit bank account details, the direct debit service agreement and a declaration statement. Carefully review the details on the form and if there is an error, you can update the details on the form by clicking the 'Edit' button.

Check the checkbox next to the Declaration heading if you agree to the terms and conditions governing the debit arrangements with Revenue NSW and then click the 'Submit' button located on the lower bottom right hand side of the form to submit it to the Commission.

Direct Debit Request
Request and Authority to debit the account named below to pay (User ID 509157)

You request and authorise NSW Revenue (DD ID 509157) to arrange, through its own financial institution, a debit to your nominated account any amount the Point to Point Transport Commissioner, has deemed payable by you.

This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement

Bank Account Holder's Name ('you') *

Name of Financial Institution *

BSB Number *

Bank Name

Bank Suburb

Account Number *

Direct Debit Service Agreement

3. Amendments by you
You may stop, change*, cancel or defer a debit payment by providing at least 7 days notification in writing to the Point to Point Transport Commissioner by visiting the Point to Point industry portal <https://portal.pointtopoint.nsw.gov.au/industryportal/s/index> or by telephoning the Point to Point Transport Commissioner's office on 125 737 during business hours.

Declaration *
 By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Revenue NSW as set out in this Request and in your Direct Debit Request Service Agreement.

All Attached Documents

FILES

Privacy Statement and Declaration Fields marked with * are mandatory [Edit](#)

The Point to Point Transport Commissioner is committed to protecting the privacy of your personal information in accordance with the *Privacy and Personal Information Protection Act 1998 (NSW)* and the *Health Records and Information Privacy Act 2002 (NSW)*. The Point to Point Transport Commissioner must collect this information under Schedule 4 of the *Point to Point Transport (Taxis and Hire Vehicles) Act 2016* and Schedule 3 of the *Point to Point Transport (Taxis and Hire Vehicles) Regulation 2017*.

Information supplied on this form will be used by officers of the Point to Point Transport Commissioner to assess your application to register as a taxpayer. If you do not provide this information your application for registration cannot proceed. Information collected by the Point to Point Transport Commissioner may be disclosed to third parties for the purposes of confirming information provided in this application. These agencies include Revenue NSW, Australian Securities and Investments Commission, NSW Police and Roads and Maritime Services. Otherwise, we will not disclose your personal information without your consent unless authorised or required by law.

Personal information collected by the Point to Point Transport Commissioner will be stored securely. We will keep your information at 241 O'Riordan Street Mascot 2020. An individual has a right of access to modify and/or update their personal information. If you wish to do this or require any further information about your privacy please go to the Point to Point Transport Commissioner website.

Declaration

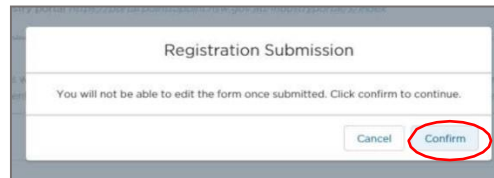
It is a serious criminal offence to make a false or misleading statement in connection with an application for register as a taxpayer.

I declare that :-

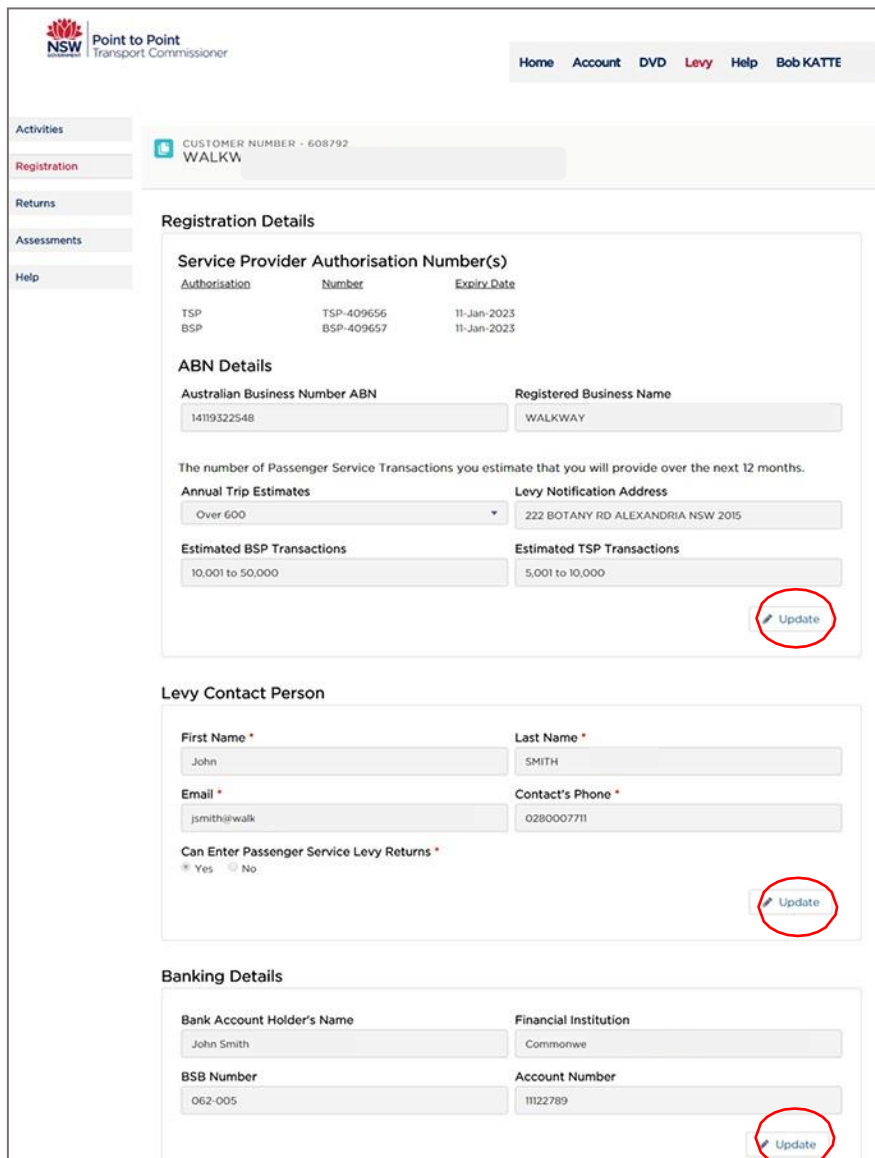
- I am authorised to complete this form.
- I have read and understood the privacy statement.
- The information I provided in this application is true and complete.
- I understand it is my responsibility to ensure the sufficient funds are available in the nominated account on or before due date of payment.

4.6. Submitting your Levy Registration

You will receive an on screen message asking you to confirm before continuing. Once you click 'Confirm' you will not be able to edit the registration form.



After you click 'Confirm' you will be taken to the Passenger Service Levy registration page. If needed, you can update your details by clicking the 'Update' button under each section.



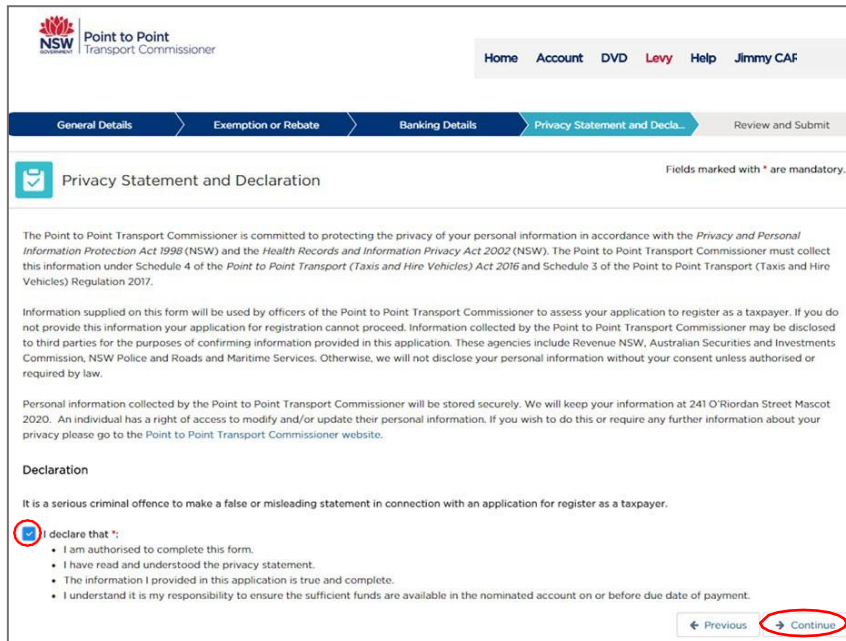
The screenshot shows the 'Registration Details' page for a customer named WALKW. The page includes a navigation menu at the top with 'Home', 'Account', 'DVD', 'Levy', 'Help', and 'Bob KATTE'. A sidebar on the left lists 'Activities', 'Registration', 'Returns', 'Assessments', and 'Help'. The main content area is divided into several sections, each with an 'Update' button circled in red:

- Registration Details:**
 - Service Provider Authorisation Number(s):** A table with columns for Authorisation, Number, and Expiry Date.

Authorisation	Number	Expiry Date
TSP	TSP-409656	11-Jan-2023
BSP	BSP-409657	11-Jan-2023
 - ABN Details:** Australian Business Number ABN (14119322548) and Registered Business Name (WALKWAY).
 - Annual Trip Estimates:** Over 600.
 - Levy Notification Address:** 222 BOTANY RD ALEXANDRIA NSW 2015.
 - Estimated BSP Transactions:** 10,001 to 50,000.
 - Estimated TSP Transactions:** 5,001 to 10,000.
- Levy Contact Person:**
 - First Name: John
 - Last Name: SMITH
 - Email: jsmith@walk
 - Contact's Phone: 0280007711
 - Can Enter Passenger Service Levy Returns: Yes No
- Banking Details:**
 - Bank Account Holder's Name: John Smith
 - Financial Institution: Commonwe
 - BSB Number: 062-005
 - Account Number: 1122789

4.7. Privacy Declaration

You will be presented with the Point to Point Transport Commission Privacy Statement. Read the Privacy Statement and Declaration, select the checkbox Declaration acknowledgement and then click the 'Continue' button to proceed.



The screenshot shows the 'Privacy Statement and Declaration' page of the Point to Point Transport Commissioner website. The page includes a navigation menu with 'Home', 'Account', 'DVD', 'Levy', 'Help', and 'Jimmy CAF'. A progress bar indicates the current step is 'Privacy Statement and Declaration'. The main content area contains a privacy statement and a declaration section. The declaration section includes a checkbox and a list of statements to be declared. The 'Continue' button is highlighted with a red circle.

NSW Government | Point to Point Transport Commissioner

Home Account DVD Levy Help Jimmy CAF

General Details Exemption or Rebate Banking Details Privacy Statement and Declaration Review and Submit

Privacy Statement and Declaration Fields marked with * are mandatory.

The Point to Point Transport Commissioner is committed to protecting the privacy of your personal information in accordance with the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW). The Point to Point Transport Commissioner must collect this information under Schedule 4 of the *Point to Point Transport (Taxis and Hire Vehicles) Act 2016* and Schedule 3 of the *Point to Point Transport (Taxis and Hire Vehicles) Regulation 2017*.

Information supplied on this form will be used by officers of the Point to Point Transport Commissioner to assess your application to register as a taxpayer. If you do not provide this information your application for registration cannot proceed. Information collected by the Point to Point Transport Commissioner may be disclosed to third parties for the purposes of confirming information provided in this application. These agencies include Revenue NSW, Australian Securities and Investments Commission, NSW Police and Roads and Maritime Services. Otherwise, we will not disclose your personal information without your consent unless authorised or required by law.

Personal information collected by the Point to Point Transport Commissioner will be stored securely. We will keep your information at 241 O'Riordan Street Mascot 2020. An individual has a right of access to modify and/or update their personal information. If you wish to do this or require any further information about your privacy please go to the Point to Point Transport Commissioner website.

Declaration


It is a serious criminal offence to make a false or misleading statement in connection with an application for register as a taxpayer.

I declare that *:

- I am authorised to complete this form.
- I have read and understood the privacy statement.
- The information I provided in this application is true and complete.
- I understand it is my responsibility to ensure the sufficient funds are available in the nominated account on or before due date of payment.

← Previous → Continue

You will then be presented with a 'Registration Checklist' summarising your taxpayer details.

 Taxpayer Details
Fields marked with * are mandatory

[Edit](#)

+ Registration Checklist

Name of person registering as a taxpayer

Service Provider Authorisation Number(s)

Authorisation	Number	Expiry Date
BSP	BSP-401457	01-Nov-2022
BSP	BSP-408989	

Australian Business Number (ABN) *

Registered Business Name

Levy Notification Address *
For the purpose of serving documents

Primary Contact Person
Person authorised to speak on behalf of the taxpayer in relation to the Passenger Service Levy. The email address associated with this contact will be used for the purposes of serving an assessment and other matters related to the Passenger Service Levy.

Select an existing Levy Contact *

Add a new Levy Contact? *


Yes No

Can this person enter returns for the passenger service levy? *

 Yes No

Passenger Service Transactions

Please indicate the number of Passenger Service Transactions you estimate that you will provide over the next 12 months *

 Exemption or Rebate
Fields marked with * are mandatory

[Edit](#)

Request for Rebate
A taxi service provider or booking service provider who carries out between 151 and 600 passenger service transactions in any period of 12 months may be entitled to a rebate of the levy.

The amount of rebate is the amount required so that the amount of levy payable is as follows:

- If the number of passenger service transactions carried out is more than 150 but not more than 400 the levy payable is \$150, or
- If the number of passenger service transactions carried out is more than 400 but not more than 600 the levy payable is \$400.

Are you seeking to apply for a rebate from the Levy? *


 Yes No

Why do you believe you are entitled to a rebate? *

Declaration
It is a serious criminal offence to make a false or misleading statement in connection with an application for register as a taxpayer.

I declare that *:

- The information I provided in this request for rebate is true and complete.
- I understand that I am required to notify the Point to Point Transport Commissioner in writing if I am no longer eligible for a rebate for the levy.

 Banking Details
Fields marked with * are mandatory. [Edit](#)

Direct Debit Request
Request and Authority to debit the account named below to pay (User ID 509157)

You request and authorise NSW Revenue (DD ID 509157) to arrange, through its own financial institution, a debit to your nominated account any amount the Point to Point Transport Commissioner, has deemed payable by you.

This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement

Bank Account Holder's Name ('you') *	<input type="text" value="PN"/>
Name of Financial Institution *	<input type="text" value="CBA"/>
BSB Number *	<input type="text" value="062-235"/>
Bank Name	<input type="text" value="CBA"/>
Bank Suburb	<input type="text" value="Rockdale"/>
Account Number *	<input type="text" value="11223345"/>

Direct Debit Service Agreement

This is your Direct Debit Service Agreement with Revenue NSW, User Id 509157 and ABN 77 456 270 638. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.


Please keep this agreement for future reference. It details the terms and conditions of your Direct Debit Request (DDR) The terms of this Direct Debit Agreement are for the purpose of levy payment debiting from your account monthly.

Declaration *

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Revenue NSW as set out in this Request and in your Direct Debit Request Service Agreement.

All Attached Documents

FILES
TPR-Authorised Service Provider Nominated Manager or Director Declaration_0-1.pdf

 Privacy Statement and Declaration
Fields marked with * are mandatory. [Edit](#)

The Point to Point Transport Commissioner is committed to protecting the privacy of your personal information in accordance with the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW). The Point to Point Transport Commissioner must collect this information under Schedule 4 of the *Point to Point Transport (Taxis and Hire Vehicles) Act 2016* and Schedule 3 of the Point to Point Transport (Taxis and Hire Vehicles) Regulation 2017.

Information supplied on this form will be used by officers of the Point to Point Transport Commissioner to assess your application to register as a taxpayer. If you do not provide this information your application for registration cannot proceed. Information collected by the Point to Point Transport Commissioner may be disclosed to third parties for the purposes of confirming information provided in this application. These agencies include Revenue NSW, Australian Securities and Investments Commission and NSW Police. Otherwise, we will not disclose your personal information without your consent unless authorised or required by law.

Personal information collected by the Point to Point Transport Commissioner will be stored securely. We will keep your information at 241 O'Riordan Street Mascot 2020. An individual has a right of access to modify and/or update their personal information. If you wish to do this or require any further information about your privacy please go to the [Point to Point Transport Commissioner website](#).

Declaration

It is a serious criminal offence to make a false or misleading statement in connection with an application to register as a taxpayer.

I declare that *:

- I am authorised to complete this form.
- I have read and understood the privacy statement.
- The information I provided in this application is true and complete.
- I understand it is my responsibility to ensure the sufficient funds are available in the nominated account on or before due date of payment.

[Submit](#)

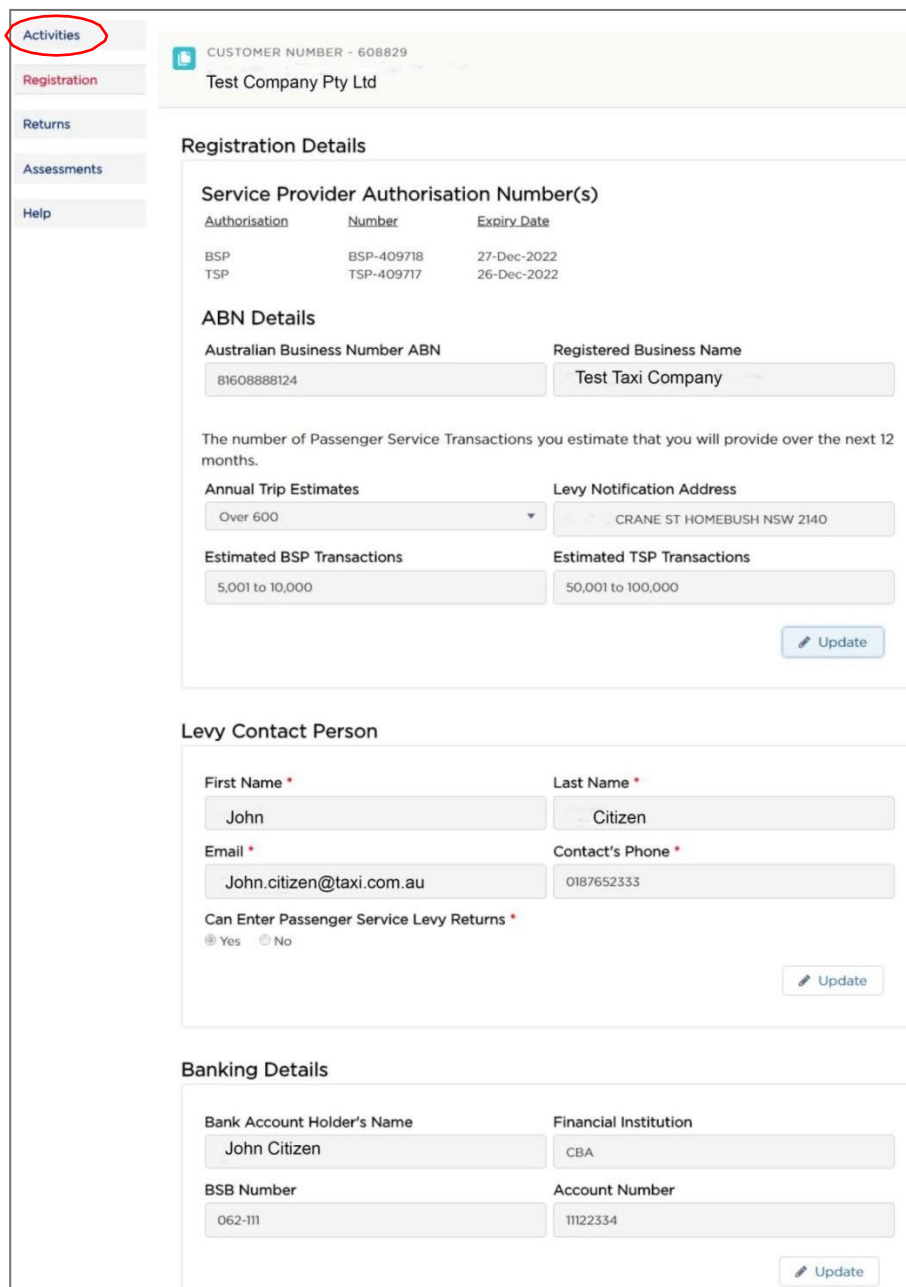
Once you have submitted the rebate registration form you will be presented with a 'Registration Details' screen summarising your levy registration details.

Carefully review the information in this form. If any of the details are incorrect you can edit the field by clicking the 'Edit' button on the right.

5. Updating your Levy Estimate

From time to time your personal or business circumstances may change, and you may need to update your Annual Trip Estimates. For example, your fleet may increase or decrease, acquire an additional taxi licence, you may take an extended overseas trip, shut down your business, or purchase a new passenger service business.

If your Annual Trip Estimates, including your Estimated BSP Transactions, and your Estimated TSP Transactions, are inaccurate or out of date you will need to update them. To do so you will need to click on 'Registration' from the left navigation menu, on the Passenger Service Levy homepage.



Activities (circled in red)

Registration

Returns

Assessments

Help

CUSTOMER NUMBER - 608829
Test Company Pty Ltd

Registration Details

Service Provider Authorisation Number(s)

Authorisation	Number	Expiry Date
BSP	BSP-409718	27-Dec-2022
TSP	TSP-409717	26-Dec-2022

ABN Details

Australian Business Number ABN: 81608888124
Registered Business Name: Test Taxi Company

The number of Passenger Service Transactions you estimate that you will provide over the next 12 months.

Annual Trip Estimates: Over 600
Levy Notification Address: CRANE ST HOMEBUSH NSW 2140

Estimated BSP Transactions: 5,001 to 10,000
Estimated TSP Transactions: 50,001 to 100,000

[Update](#)

Levy Contact Person

First Name *: John
Last Name *: Citizen
Email *: John.citizen@taxi.com.au
Contact's Phone *: 0187652333

Can Enter Passenger Service Levy Returns *
 Yes No

[Update](#)

Banking Details

Bank Account Holder's Name: John Citizen
Financial Institution: CBA
BSB Number: 062-111
Account Number: 11122334

[Update](#)

You will be taken to the 'Levy Registration page. Under the heading 'Registration Details' you will see the number of Passenger Service Transactions you estimated which you will provide over the next 12 months. Click the 'Update' button to edit your annual trip estimates, that is, the estimated BSP and TSP transaction fields.

- Activities
- Registration
- Returns
- Assessments
- Help

CUSTOMER NUMBER - 608829

Test Company Pty Ltd

Registration Details

Service Provider Authorisation Number(s)

Authorisation	Number	Expiry Date
BSP	BSP-409718	27-Dec-2022
TSP	TSP-409717	26-Dec-2022

ABN Details

Australian Business Number ABN	Registered Business Name
<input type="text" value="81608888124"/>	<input type="text" value="Test Taxi Company"/>

The number of Passenger Service Transactions you estimate that you will provide over the next 12 months.

Annual Trip Estimates <input type="text" value="Over 600"/>	Levy Notification Address <input type="text" value="CRANE ST HOMEBUSH NSW 2140"/>
Estimated BSP Transactions <input type="text" value="5,001 to 10,000"/>	Estimated TSP Transactions <input type="text" value="50,001 to 100,000"/>

Levy Contact Person

First Name * <input type="text" value="John"/>	Last Name * <input type="text" value="Citizen"/>
Email * <input type="text" value="John.citizen@taxi.com.au"/>	Contact's Phone * <input type="text" value="0187652333"/>

Can Enter Passenger Service Levy Returns *

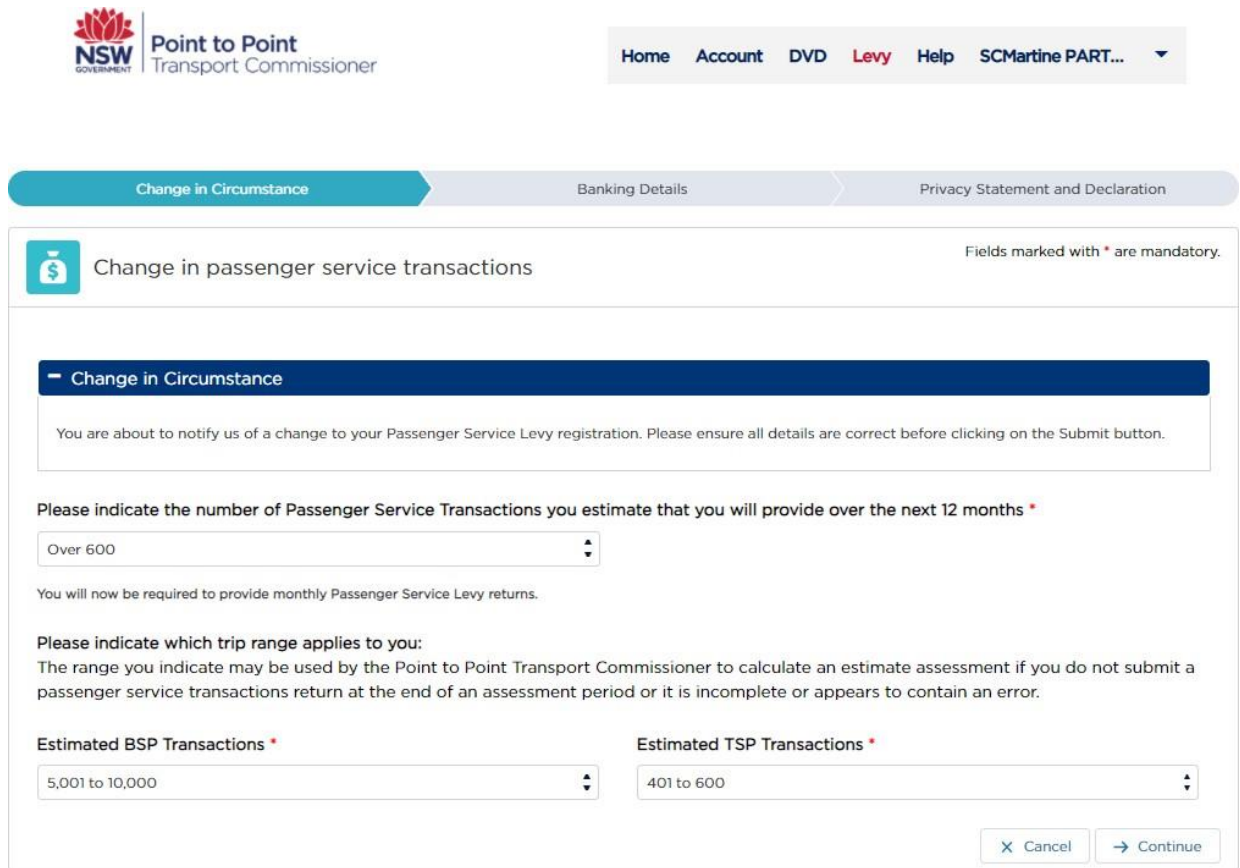
Yes No

Banking Details

Bank Account Holder's Name <input type="text" value="John Citizen"/>	Financial Institution <input type="text" value="CBA"/>
BSB Number <input type="text" value="062-111"/>	Account Number <input type="text" value="11122334"/>

Tip: Ensure the pop-up blocker on your web browser is disabled. The update function uses a pop-up box which needs to be enabled for you to edit the fields.

If you are applying for an exemption or rebate select the appropriate trip range from the Annual Trip Estimate drop down menu.




The screenshot shows the Point to Point Transport Commissioner website. The top navigation bar includes links for Home, Account, DVD, Levy, Help, and SCMartine PART... The main content area has a breadcrumb trail: Change in Circumstance > Banking Details > Privacy Statement and Declaration. The current page is titled 'Change in passenger service transactions' with a sub-section 'Change in Circumstance'. A message states: 'You are about to notify us of a change to your Passenger Service Levy registration. Please ensure all details are correct before clicking on the Submit button.' Below this, a prompt asks for the number of Passenger Service Transactions over the next 12 months, with a dropdown menu currently set to 'Over 600'. A note indicates that users with over 600 transactions must provide monthly returns. Another prompt asks for the trip range, with a note that this range is used for assessment. Two dropdown menus are provided: 'Estimated BSP Transactions' (set to '5,001 to 10,000') and 'Estimated TSP Transactions' (set to '401 to 600'). 'Cancel' and 'Continue' buttons are at the bottom right.

In the edit mode, you can select a new trip range for the estimated BSP transactions and estimated TSP transactions (if you are a taxi service provider) from the drop down menus.

Note: the Annual Trip Estimate must be 'Over 600' before you can select a new estimate range for BSP and/or TSP transactions.


If you are changing the number of estimated PSTs to a figure less than 600 per year, you will also need to answer a number of questions and then tick the declaration check box at the bottom of the form.

 **Point to Point**
Transport Commissioner

[Home](#) [Account](#) [DVD](#) [Levy](#) [Help](#) [SCMartine PART...](#)

Change in Circumstance

Privacy Statement and Declaration



Change in passenger service transactions

Fields marked with * are mandatory.

Change in Circumstance

You are about to notify us of a change to your Passenger Service Levy registration. Please ensure all details are correct before clicking on the Submit button.

Please indicate the number of Passenger Service Transactions you estimate that you will provide over the next 12 months *

150 or fewer

You have indicated you will carry out 150 or fewer passenger service transactions (trips) a year (12 months) are you seeking to rely on an exemption from the levy? *

Yes No

Are you providing only specialised passenger services such as wedding, school formals or heritage vehicle services or providing services in remote or very remote region of New South Wales? *

Yes No

Are you a new service provider who has not yet established a regular client base? *

Yes No

On average, how many passenger services will you provide in a month? *

10

How many vehicles will be providing passenger services under your authorisation? *

2

Your request for exemption to the Passenger Service Levy will be forwarded to the Commission. Our team will be in contact with you shortly to discuss your exemption.

Declaration

It is a serious criminal offence to make a false or misleading statement in connection with an application to register as a taxpayer.

I declare that *:

- I am authorised to complete this form (if acting on behalf of an Authorised Service Provider).
- I have read and understood the privacy statement.
- The information I provided in this application is true and complete.
- I understand that I am required to notify the Point to Point Transport Commissioner in writing if I am no longer eligible to an exemption from the levy (if applicable).

X Cancel

→ Continue

Once you are satisfied with your new estimated BSP and/or TSP transactions click the 'Continue' button.

Passenger Service Transactions

Please indicate the number of Passenger Service Transactions you estimate that you will provide over the next 12 months *


Over 600

Please indicate which trip range applies to you:
The range you indicate may be used by the Point to Point Transport Commissioner to calculate an estimate assessment if you do not submit a passenger service transactions return at the end of an assessment period or it is incomplete or appears to contain an error.

Estimated BSP Transactions * Estimated TSP Transactions *

5,001 to 10,000 1,001 to 2,000

Follow the instructions on the following screens which will ask you to confirm your banking details.



[Home](#)
[Account](#)
[DVD](#)
[Levy](#)
[Help](#)
[John Citizen](#)

General Details
Exemption or Rebate
Banking Details
Privacy Statement and Decla...
Review and Submit

Banking Details Fields marked with * are mandatory.

Direct Debit Request
Request and Authority to debit the account named below to pay (User ID 509157)

You request and authorise NSW Revenue (DD ID 509157) to arrange, through its own financial institution, a debit to your nominated account any amount the Point to Point Transport Commissioner, has deemed payable by you.

This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement

Bank Account Holder's Name (you) *	<input type="text" value="John Citizen"/>
Name of Financial Institution *	<input type="text" value="People's Bank of Australia"/>
BSB Number *	<input type="text" value="062-005"/>
Bank Name	<input type="text" value="CBA"/>
Bank Suburb	<input type="text" value="Sydney"/>
Account Number *	<input type="text" value="111222333"/>

Direct Debit Service Agreement


This is your Direct Debit Service Agreement with Revenue NSW, User Id 509157 and ABN 77 456 270 368. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It details the terms and conditions of your Direct Debit Request (DDR) The terms of this Direct Debit Agreement are for the purpose of levy payment debiting from your account monthly.

Declaration *

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Revenue NSW as set out in this Request and in your Direct Debit Request Service Agreement.

You must agree to the privacy statement and declaration before you to submit your updated transaction estimates.

 Privacy Statement and Declaration Fields marked with * are mandatory.

[Edit](#)

The Point to Point Transport Commissioner is committed to protecting the privacy of your personal information in accordance with the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW). The Point to Point Transport Commissioner must collect this information under Schedule 4 of the *Point to Point Transport (Taxis and Hire Vehicles) Act 2016* and Schedule 3 of the *Point to Point Transport (Taxis and Hire Vehicles) Regulation 2017*.

Information supplied on this form will be used by officers of the Point to Point Transport Commissioner to assess your application to register as a taxpayer. If you do not provide this information your application for registration cannot proceed. Information collected by the Point to Point Transport Commissioner may be disclosed to third parties for the purposes of confirming information provided in this application. These agencies include Revenue NSW, Australian Securities and Investments Commission and NSW Police. Otherwise, we will not disclose your personal information without your consent unless authorised or required by law.

Personal information collected by the Point to Point Transport Commissioner will be stored securely. We will keep your information at 241 O'Riordan Street Mascot 2020. An individual has a right of access to modify and/or update their personal information. If you wish to do this or require any further information about your privacy please go to the [Point to Point Transport Commissioner website](#).

Declaration

It is a serious criminal offence to make a false or misleading statement in connection with an application to register as a taxpayer.

I declare that *:

- I am authorised to complete this form.
- I have read and understood the privacy statement.
- The information I provided in this application is true and complete.
- I understand it is my responsibility to ensure the sufficient funds are available in the nominated account on or before due date of payment.

[Submit](#)

6. Managing your Levy Returns

6.1. How much levy to pay

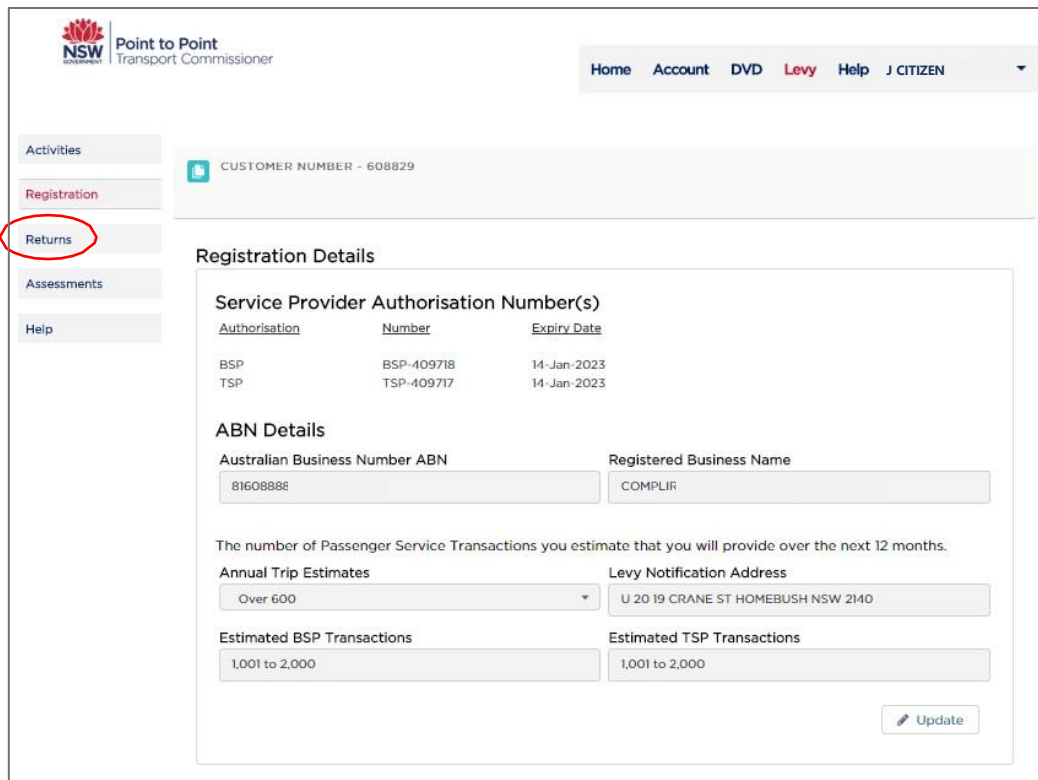
The table below details the total Passenger Service Levy payable based on the annual passenger service transactions.

Monthly levy payments are calculated on the basis of your return, or an estimated assessment. You will be issued with a Notice of Assessment with your levy liability and how much will be debited from your nominated bank account.

Annual Passenger Service Transactions	Total Levy Payable
1-150 passenger service transactions	\$0
151-400 passenger service transactions	\$150 paid annually
401-600 passenger service transactions	\$400 paid annually
600+ passenger service transactions	\$1.20 per trip paid monthly

6.2. Managing Levy Returns

From the Levy homepage, go to the left navigation menu and click 'Returns'.



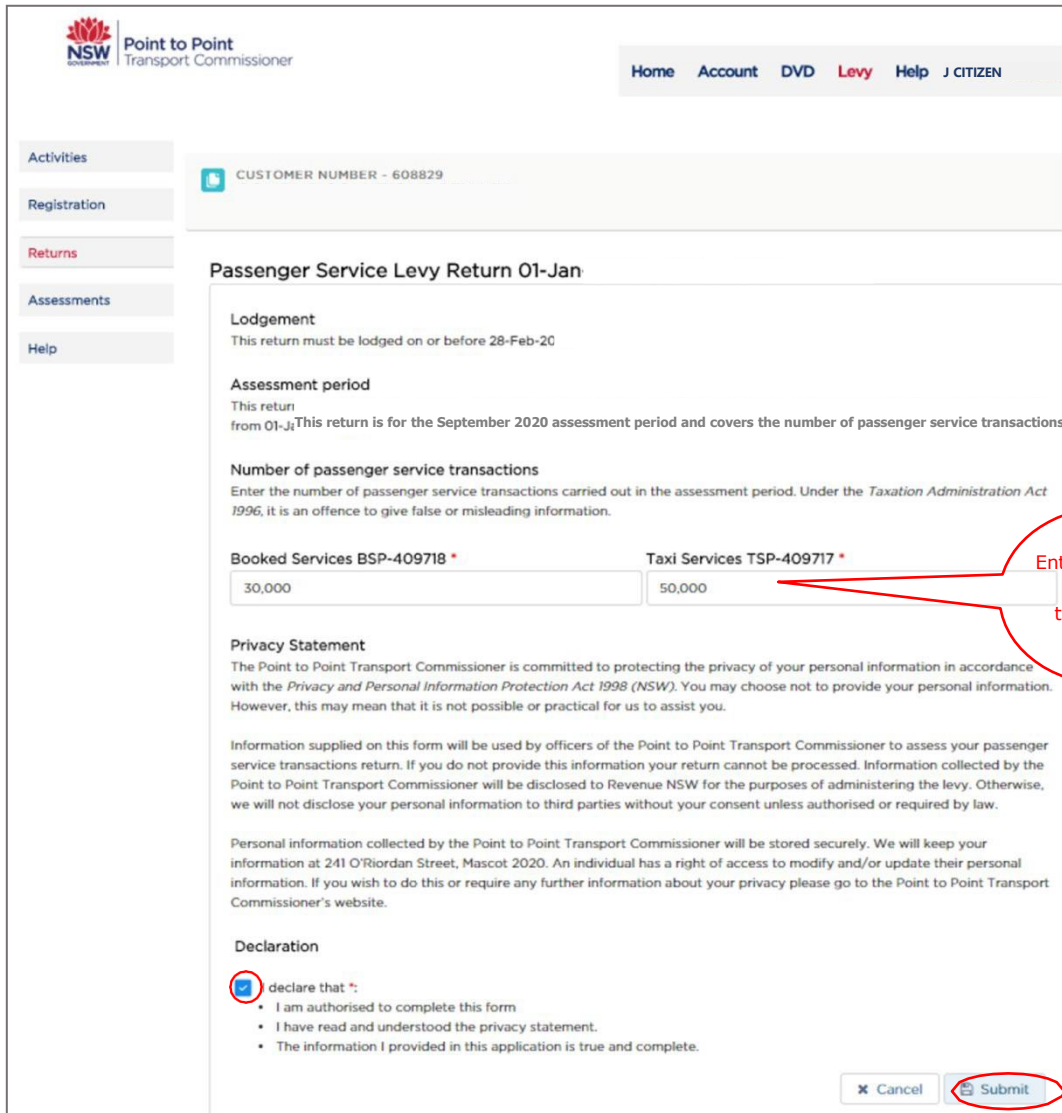
The screenshot shows the Point to Point Transport Commissioner website interface. The 'Returns' option in the left navigation menu is circled in red. The main content area displays 'Registration Details' for a customer with ID 608829. The details include:

- Service Provider Authorisation Number(s):** A table listing authorisations for BSP and TSP with their respective numbers and expiry dates (14-Jan-2023).
- ABN Details:** Australian Business Number ABN (8160888E) and Registered Business Name (COMPLIR).
- Annual Trip Estimates:** A dropdown menu set to 'Over 600'.
- Levy Notification Address:** U 20 19 CRANE ST HOMEBUSH NSW 2140.
- Estimated BSP Transactions:** 1,001 to 2,000.
- Estimated TSP Transactions:** 1,001 to 2,000.

An 'Update' button is located at the bottom right of the form.

Note: If you need to update your details because your circumstances or bank account details have changed by clicking the 'Update' button, before you navigate to the 'Returns' page.

You will be taken to the 'Returns Lodgement' page.



The screenshot shows the 'Returns Lodgement' page for a 'Passenger Service Levy Return 01-Jan'. The page includes a navigation menu with 'Home', 'Account', 'DVD', 'Levy', 'Help', and 'J CITIZEN'. A sidebar on the left lists 'Activities', 'Registration', 'Returns', 'Assessments', and 'Help'. The main content area displays the customer number '608829' and the return title. It provides instructions on lodgement and assessment period. Two input fields are present: 'Booked Services BSP-409718' with the value '30,000' and 'Taxi Services TSP-409717' with the value '50,000'. A red circle highlights the 'Taxi Services' field with a callout that says 'Enter passenger service transactions count'. Below the input fields is a 'Privacy Statement' and a 'Declaration' section with a checked radio button for 'declare that'. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button circled in red.

The 'Returns Lodgement' page contains details of when the return needs to be lodged and the assessment period in question.

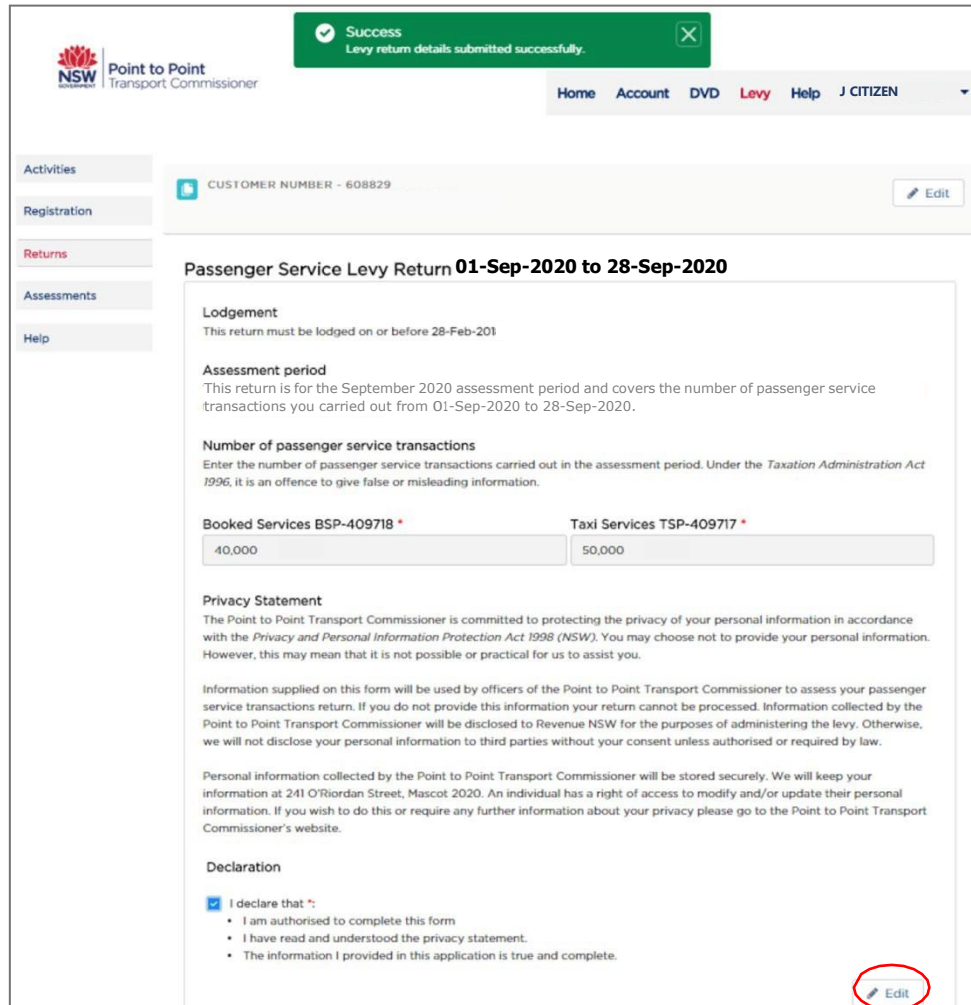
Depending on whether the organisation is a Booking Service Provider, Taxi Service Provider or both, your authorised person is required to enter the number of passenger service transactions provided for the specified assessment period.

Check the number of passenger service transactions entered is correct. For guidance on how to count booked passenger service transactions, see section 7.1 in this user guide.

Read the Privacy Statement and check the Declaration check box if you are authorised to complete the form and the information provided is true and complete.

Click the 'Submit' button on the bottom right corner of the page to lodge the return.

If your information has been lodged successfully, you will see the "Success" message in green at the top of your screen.



Success
Levy return details submitted successfully.

Point to Point
Transport Commissioner

Home Account DVD Levy Help J CITIZEN

Activities
Registration
Returns
Assessments
Help

CUSTOMER NUMBER - 608829 Edit

Passenger Service Levy Return 01-Sep-2020 to 28-Sep-2020

Lodgement
This return must be lodged on or before 28-Feb-201

Assessment period
This return is for the September 2020 assessment period and covers the number of passenger service transactions you carried out from 01-Sep-2020 to 28-Sep-2020.

Number of passenger service transactions
Enter the number of passenger service transactions carried out in the assessment period. Under the *Taxation Administration Act 1996*, it is an offence to give false or misleading information.

Booked Services BSP-409718 *	Taxi Services TSP-409717 *
40,000	50,000

Privacy Statement
The Point to Point Transport Commissioner is committed to protecting the privacy of your personal information in accordance with the *Privacy and Personal Information Protection Act 1998 (NSW)*. You may choose not to provide your personal information. However, this may mean that it is not possible or practical for us to assist you.

Information supplied on this form will be used by officers of the Point to Point Transport Commissioner to assess your passenger service transactions return. If you do not provide this information your return cannot be processed. Information collected by the Point to Point Transport Commissioner will be disclosed to Revenue NSW for the purposes of administering the levy. Otherwise, we will not disclose your personal information to third parties without your consent unless authorised or required by law.

Personal information collected by the Point to Point Transport Commissioner will be stored securely. We will keep your information at 241 O'Riordan Street, Mascot 2020. An individual has a right of access to modify and/or update their personal information. If you wish to do this or require any further information about your privacy please go to the Point to Point Transport Commissioner's website.

Declaration

I declare that :

- I am authorised to complete this form
- I have read and understood the privacy statement.
- The information I provided in this application is true and complete.

Edit

If you wish to amend your return, you can update the information by clicking the 'Edit' button which will take you to the Returns lodgement page.

7. Booked passenger service transactions

7.1. Counting booked passenger service transactions

Booking service providers must pay a \$1.20 per trip levy for each passenger service transaction provided in an assessment period. For most booking service providers an assessment period is one month, unless you carry out fewer than 600 passenger service transactions, which means an assessment period is one year.

In determining how many passenger service transactions have been completed in an assessment period, it would be reasonable to expect to have to pay a \$1.20 per trip levy for each booked trip undertaken. The law makes it clear that if a booking is cancelled, then the levy is not payable.

The following examples illustrate how you may calculate the number of passenger service transactions you have done. These examples do not cover all possible scenarios and you may need to seek independent advice.

- If a single booking is taken to transport more than 1 passenger from a single pick up point, then a \$1.20 per trip levy is payable for that trip, even if the passengers are transported to different destinations, such as friends booking a shared taxi to their respective homes on a night out.
- A single event, such as a phone call or email, may include multiple bookings and therefore multiple passenger service transactions and the levy would need to be paid for each separate transaction. For example:
 - i. A hotel makes bookings in the same phone call for two separate groups to be transported from the hotel to the White Bay cruise terminal. In this case, the booking service provider has to pay \$2.40, even though transport is being provided from a common pick up point to a common destination at the same time.
 - ii. A limousine company takes bookings from a regular client who emails through a list of advance bookings for 20 separate trips over several months. In this case, the limousine company has to pay \$24.00.
 - iii. Similarly, if a client is booking a return trip to and from the airport, then \$2.40 is payable (\$1.20 for each leg), regardless of whether the return trip is on the same or different days.
- If a booking is for a round trip, including if there are a number of stops along the way, and the vehicle is not available for hire to provide passenger services to anyone else during that time, then a \$1.20 per trip levy is payable for the whole trip. An example might be someone booking a taxi or hire vehicle to run errands and then return home.

Similarly, if a booking is made on a time basis, for example for an hour, half a day or for a whole day, such that the vehicle is not available for

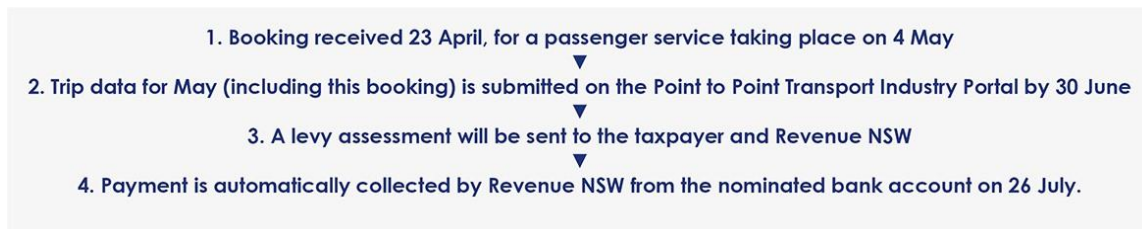
hire to anyone else, then a \$1.20 per trip levy is payable for that booking. An example of this would be a company booking a limousine for use by business executives for their exclusive use to travel from the airport to various meetings throughout the day.

- However, if a booking on a time basis spans multiple days (whether or not consecutive), then the pick up on each day of the booking constitutes a separate passenger service transaction, and \$1.20 per trip needs to be paid for each day. This is because it would be possible to cancel individual days.

In all of the examples above, if more than one vehicle is dispatched to fulfil the passenger service, then the \$1.20 per trip levy is payable for each vehicle noting that those vehicles are not available for any other hire during that period of time.

7.2. When do I count a passenger service transaction for an advance booking?

The passenger service transaction should be included in your return for the month in which the trip occurs. For example, if you take a booking on 23 April for a passenger service that takes place on 4 May, you should include this passenger service transaction in your return for the month of May (which you would be submitting in June).



7.3. What happens if I take a booking referral from another booking service provider?

If a booking is passed on, the booking service provider who ultimately provides the passenger service, or communicates the booking to the driver, is liable to pay the levy.

Each booking service provider will need to maintain passenger service transaction records that accurately reflect the referral.

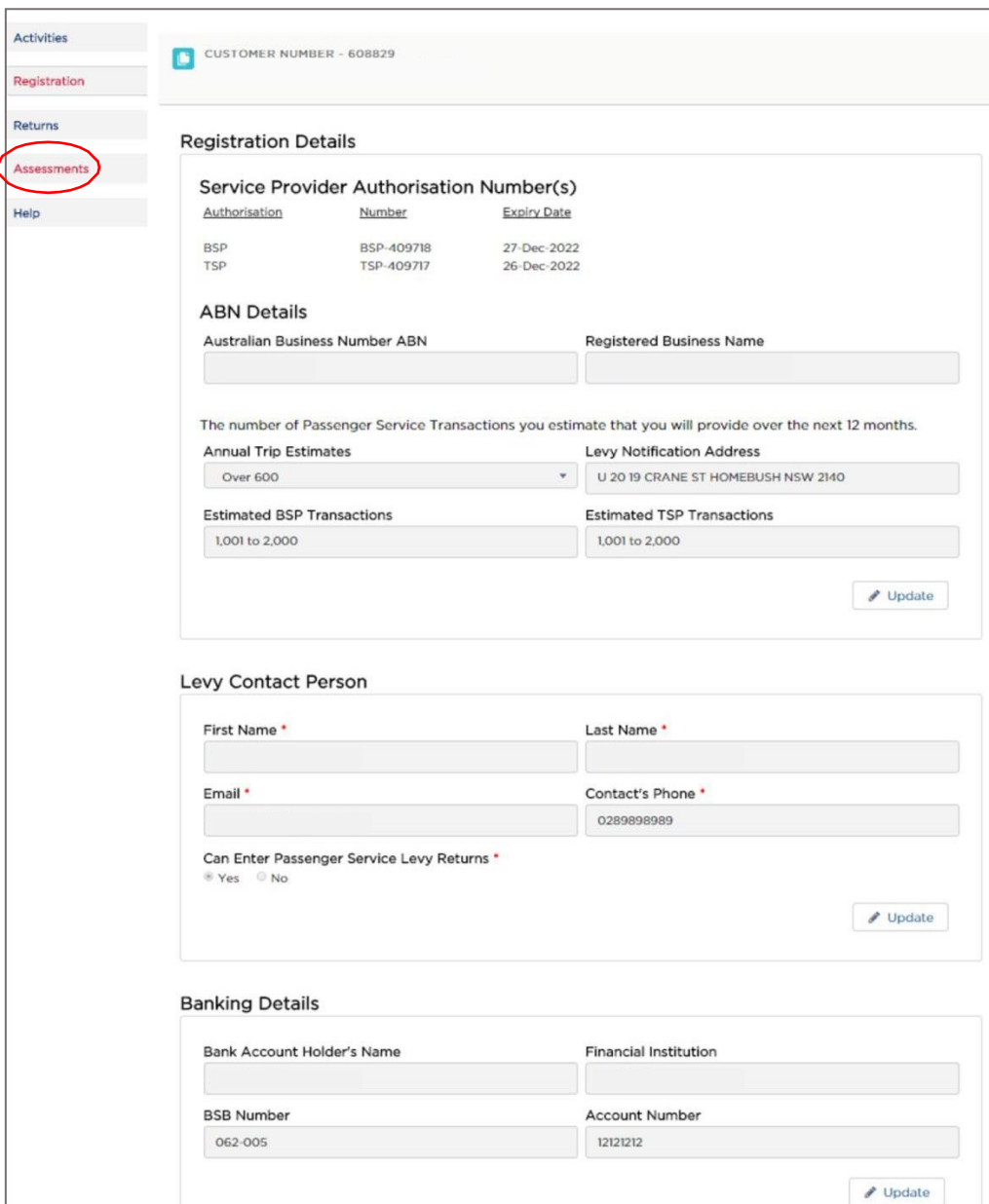
8. Managing your Levy Assessment

8.1. Levy Assessment

You will receive a Notice of Assessment 14 calendar days prior to the date of the sweep of your nominated bank account. Once the Notice of Assessment has been issued, you will be able to view the current assessment or any previous assessments.

8.2. Accessing your Levy Assessment

On the Passenger Service Levy homepage, go to the left navigation menu and click 'Assessments'.



Activities

Registration

Returns

Assessments

Help

CUSTOMER NUMBER - 608829

Registration Details

Service Provider Authorisation Number(s)

Authorisation	Number	Expiry Date
BSP	BSP-409718	27-Dec-2022
TSP	TSP-409717	26-Dec-2022

ABN Details

Australian Business Number ABN

Registered Business Name

The number of Passenger Service Transactions you estimate that you will provide over the next 12 months.

Annual Trip Estimates

Levy Notification Address

Estimated BSP Transactions

Estimated TSP Transactions

Levy Contact Person

First Name *

Last Name *

Email *

Contact's Phone *

Can Enter Passenger Service Levy Returns *

Yes No

Banking Details

Bank Account Holder's Name


Financial Institution

BSB Number

Account Number

You will be taken to a new 'Assessments' page, see screen shot below, containing details of the:

- assessment period (in the example, the assessment period is February 2018)
- date assessment issued (in the example, the assessment was issued on 12 April 2018)
- assessed liability (in the example, the assess liability is \$8,000)
- status (in the example, the status is pending payment)
- any objection raised (in the example, no objection raised)

Activities	CUSTOMER NUMBER - 608829					
Registration						
Returns						
Assessments	PERIOD	TYPE	ISSUED	ASSESSED LIABILITY	STATUS	RAISE AN OBJECTION
	Feb 18	Assessment	12-Apr-2018	\$8,000.00	Pending	
	Jan 18	Assessment	12-Mar-2018	\$5,500.00	Pending	
Help						

To view an individual assessment, click the assessment period in blue under the 'PERIOD' column.

Assessment Details

Levy Period

Period Start:

Period End:

Return Details

Booked Services:

Taxi Services:

Assessed Liability:

Assessment Issued:

Payment Date:


9. How to Raise an Objection


On the Passenger Service Levy homepage, go to the left navigation menu and select 'Assessments'.

There are four reasons upon which you can object to an assessment of liability for the Passenger Service Levy.

- There was a mistake in the return which resulted in a higher assessed liability than would have been assessed if the mistake had not been made.
- The assessment was based on an estimate and has resulted in a higher assessed liability than would have been assessed if the assessment was determined on the basis of the actual passenger service transactions.
- The levy amount was collected by a person and the amount was not paid by that person to the taxpayer or otherwise as agreed with the taxpayer, and the taxpayer took all reasonable steps to recover the amount, or to have the amount paid.
- The taxpayer gave the person reasonable directions as to the collection of a levy amount and the amount was not collected by the person as directed by the taxpayer and the taxpayer took all reasonable steps to recover the amount, or to have the amount paid.

To raise an objection to a levy assessment, click the blue objection form icon under the 'Raise an Objection' column on the right of the page.

Activities	CUSTOMER NUMBER - 608829					
Registration						
Returns						
Assessments	PERIOD	TYPE	ISSUED	ASSESSED LIABILITY	STATUS	RAISE AN OBJECTION
	Feb 18	Assessment	12-Apr-2018	\$8,000.00	Pending	
	Jan 18	Assessment	12-Mar-2018	\$5,500.00	Pending	
Help						

Note: An objection can be raised up to 60 days from the creation of your initial Notice of Assessment. If the 60 days has expired the 'Raise an Objection' icon  above will not be displayed and you will not be able to raise an objection for that assessment period.

You will be presented with the Raise an Objection screen

Check the 'Reason for objection' that applies to your circumstances.

Raise an Objection

Please attach any relevant records supporting your objection such as trip data, vehicle records, fare calculation device data and financial statements.

If you have any questions about lodging an objection, you can contact us by calling the Point to Point Industry Contact Centre on 131 727 or through the website at www.pointtopoint.nsw.gov.au.

Details of applicant

Date of Objection	04-May-2018
Name of Authorised Service Provider	Test Taxi Company Pty Ltd
BSP Authorisation No.	BSP-409718
TSP Authorisation No.	TSP-409717
Assessment period relevant to objection	01-Feb-2018 to 28-Feb-2018
Assessed levy payment relevant to objection	\$8,000

Reason for objection *

- There was a mistake in the return which resulted in a higher assessed liability than would have been assessed if the mistake had not been made.
- The assessment was based on an estimate and has resulted in a higher assessed liability than would have been assessed if the assessment was determined on the basis of the actual passenger service transactions.
- The levy amount was collected by a driver, affiliated provider or other person and the amount was not paid by that person to the taxpayer or otherwise as agreed with the taxpayer and the taxpayer took all reasonable steps to recover the amount, or to have the amount paid.
- The taxpayer gave a driver, affiliated provider or other person reasonable directions as to the collection of a levy amount and the amount was not collected by the person as directed by the taxpayer and the taxpayer took all reasonable steps to recover the amount, or to have the amount paid.

State briefly why you are raising this objection? *

I accidentally entered the incorrect number of passenger transport transactions for booked services. I submitted the Returns Lodgement form before checking and realising my mistake. The system locked me out so I

Grounds for objection

Enter the number of actual passenger service transactions for assessment period.

Booked Services BSP-409718 *

700

Taxi Services TSP-409717 *

7,000

Attach copies of supporting documents

Attachments can't be deleted from the application process. See [Known issues](#) for further details.

Supporting Documents *

Choose File No file chosen

Upload

9.1. Reason One – Mistake in the Return

In the text box labelled 'State briefly why you are raising the objection?' Enter the reason why you are objecting.

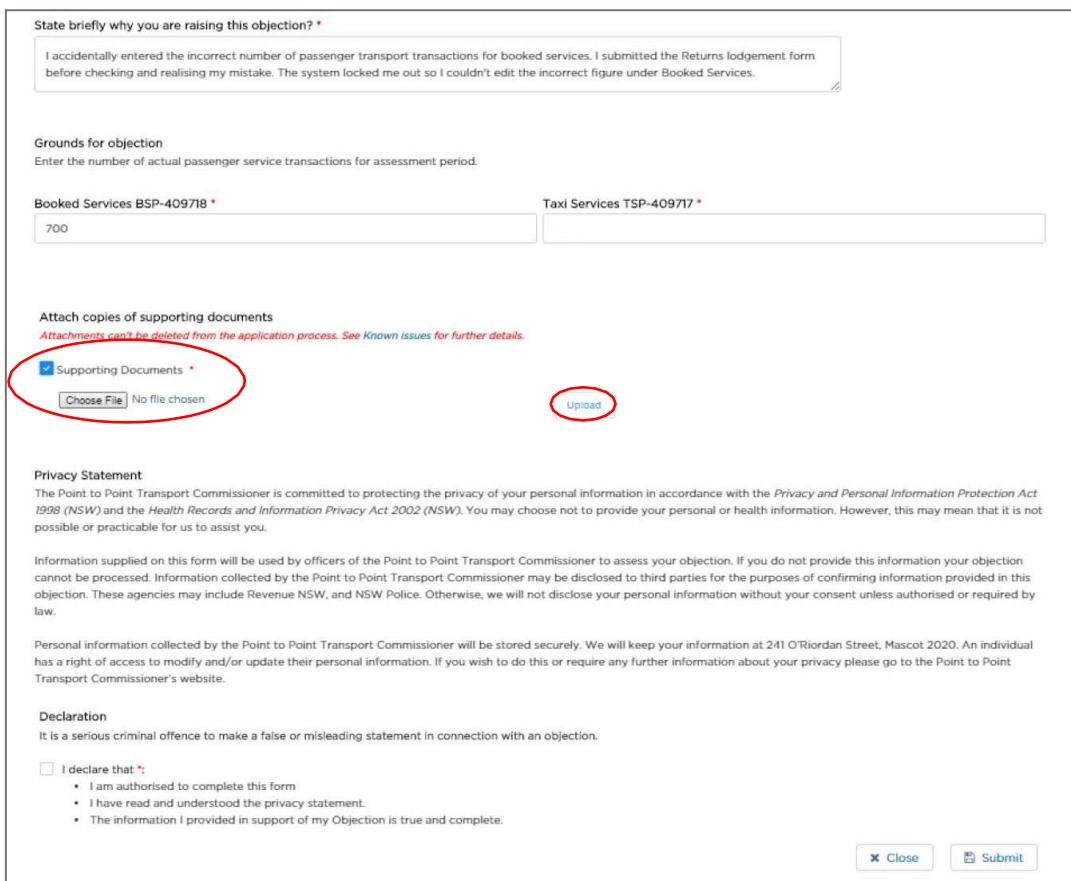
Under 'Grounds for objection' you will be asked to enter the actual passenger service transactions (trips) for the assessment period for the corresponding Booked Service and/or Taxi Service.

The example above shows 700 passenger service transactions entered for Booked Services and 7,000 trips entered for Taxi Services.

For assistance go to the Point to Point Transport website [FAQ section](#), see the question: How do I lodge an objection to a passenger service levy assessment?

Next you will need to attach copies of supporting documents as evidence.

Click the 'Choose File' button. Navigate to the files you wish to upload. Select the files and click 'Open' to attach the files.



State briefly why you are raising this objection? *

I accidentally entered the incorrect number of passenger transport transactions for booked services. I submitted the Returns lodgement form before checking and realising my mistake. The system locked me out so I couldn't edit the incorrect figure under Booked Services.

Grounds for objection
Enter the number of actual passenger service transactions for assessment period.

Booked Services BSP-409718 *

Taxi Services TSP-409717 *

Attach copies of supporting documents
Attachments can't be deleted from the application process. See Known issues for further details.

Supporting Documents *

No file chosen

Privacy Statement
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Personal information collected by the Point to Point Transport Commissioner will be stored securely. We will keep your information at 241 O'Riordan Street, Mascot 2020. An individual has a right of access to modify and/or update their personal information. If you wish to do this or require any further information about your privacy please go to the Point to Point Transport Commissioner's website.

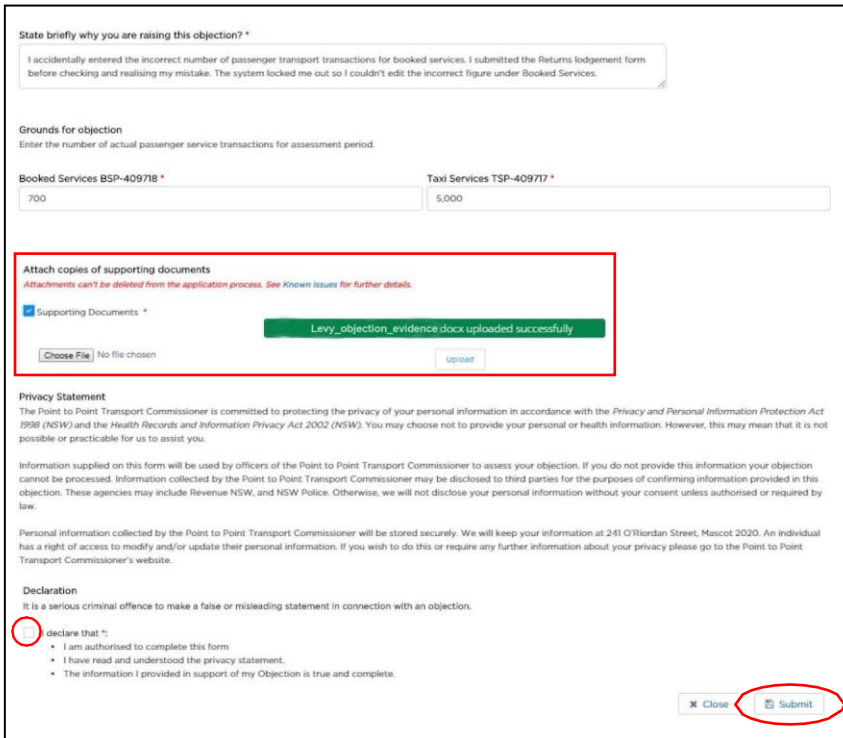
Declaration
It is a serious criminal offence to make a false or misleading statement in connection with an objection.

I declare that *:

- I am authorised to complete this form
- I have read and understood the privacy statement.
- The information I provided in support of my Objection is true and complete.

When you selected files you wish to upload, then click the blue 'Upload' button.

You will see "File 'name of file' uploaded successfully" in green if the files have been successfully uploaded.



State briefly why you are raising this objection? *

I accidentally entered the incorrect number of passenger transport transactions for booked services. I submitted the Returns lodgement form before checking and realising my mistake. The system locked me out so I couldn't edit the incorrect figure under Booked Services.

Grounds for objection
Enter the number of actual passenger service transactions for assessment period.

Booked Services BSP-409718 * **Taxi Services TSP-409717 ***

700 5,000

Attach copies of supporting documents
Attachments can't be deleted from the application process. See [Known issues](#) for further details.

Supporting Documents *

Levy_objection_evidence.docx uploaded successfully

Choose File No file chosen Upload

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Declaration
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declare that *

- I am authorised to complete this form.
- I have read and understood the privacy statement.
- The information I provided in support of my Objection is true and complete.

Close Submit

To submit the assessment objection request to the Commission, read the Privacy Statement and Declaration.

Check the declaration checkbox if you are the officer authorised to complete the form, have read and understood the privacy statement and the information provided is true and complete.

To submit the form, click the blue 'Submit' button on the right.

9.2. Reason Two – Estimate higher than actual

For Taxi Service Provider

In the text box labelled 'State briefly why you are raising the objection?' Enter the reason why you are objecting. (The example below shows 800 passenger service transactions entered for Booked Services and 1,200 trips entered for Taxi Services.

Under 'Grounds for objection' you will be asked to enter the actual passenger service transactions (trips) for the assessment period for the corresponding Booked Service and/or Taxi Service.

Next you will need to attach copies of supporting documents as evidence.

Click the 'Choose File' button, navigate to the files you wish to upload.

Select the files and click 'Open' to attach the files.

State briefly why you are raising this objection? *

I was unable to lodge my levy Return for March 2018 as I was overseas. The Point to Point Transport Commission sent me an estimated levy for March which is twice what I would normally expect to pay as it's based on an inflated number of trips. I will attach evidence to support my objection.

Grounds for objection
Enter the number of actual passenger service transactions for assessment period.

Booked Services BSP-409718 *	Taxi Services TSP-409717 *
<input type="text" value="800"/>	<input type="text" value="1,200"/>

Attach copies of supporting documents
Attachments can't be deleted from the application process. See [Known issues](#) for further details.

Supporting Documents *

No file chosen

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Declaration
It is a serious criminal offence to make a false or misleading statement in connection with an objection.

I declare that:

- I am authorised to complete this form
- I have read and understood the privacy statement.
- The information I provided in support of my Objection is true and complete.

When you are satisfied that these are the correct files you wish to upload, then click the 'Upload' button.

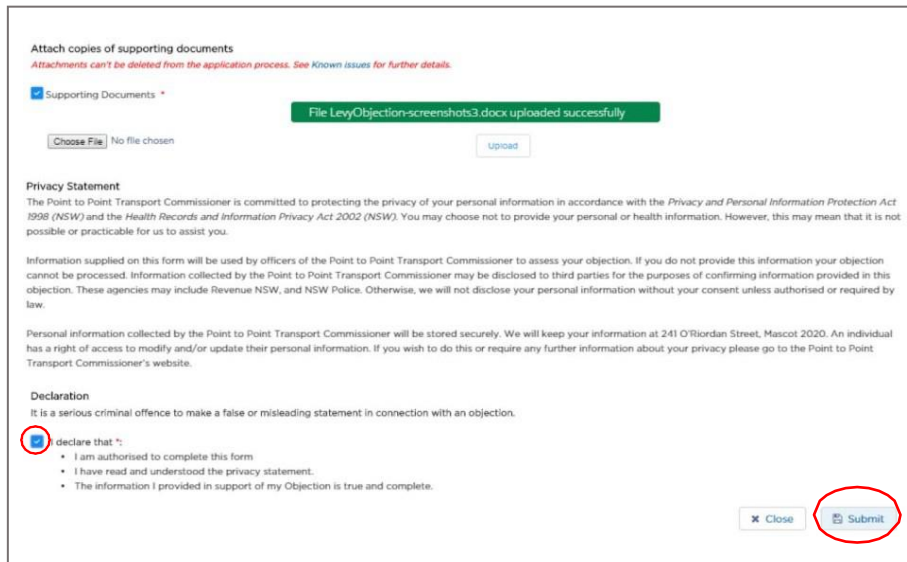
For Booking Service Provider

As previously mentioned, you will need to enter the reason why you are objecting in the 'State briefly why you are raising the objection?' text box.

Provide your actual passenger service transactions (trips) for the assessment period for the Booked Service in the 'Grounds for objection' text box. In the above example you will see 4,150 entered.

Attach copies of your supporting documents as evidence by clicking the 'Choose File' button, navigating to the files you wish to upload, select the files and click 'Open' to attach the files.

You will see "File 'name of file' uploaded successfully" in green if the files have been successfully uploaded.



Attach copies of supporting documents
Attachments can't be deleted from the application process. See Known issues for further details.

Supporting Documents *

File LevyObjection-screenshots3.docx uploaded successfully

No file chosen

Privacy Statement
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declare that *:

- I am authorised to complete this form
- I have read and understood the privacy statement.
- The information I provided in support of my Objection is true and complete.

To submit the assessment objection request to the Commission, read the Privacy Statement and Declaration.

Check the declaration checkbox if you are the officer authorised to complete the form, have read and understood the privacy statement and that the information provided is true and complete.

To submit the form, click the blue 'Submit' button on the right.

For assistance go to the Point to Point Transport website [FAQ section](#), see the question: How do I lodge an objection to a passenger service levy assessment?

9.3. Reason Three – Levy collected by third party but not paid

In the text box 'State briefly why you are raising the objection?' Enter the reason why you are objecting.

Under 'Grounds for objection', enter the details of the third party who collected the levy.

And in the next text box, enter the details of the agreement for the third party payment of the levy.

You will need to upload supporting evidence to support your objection.

State briefly why you are raising this objection? *

The levy was collected by my driver, Mr John Citizen, on our company's behalf. He works as a casual hire vehicle driver. However, he has not passed on the passenger service levy payments he has collected to us as he has been overseas for the past 3 weeks.

Grounds for objection

Enter the details of third party who collected the levy. *

My John Citizen, of 123 Transport Avenue, Chippendale NSW, Passenger Transport code 1234545

Enter the details of agreement for third party payment of the levy. *

The contract that Mr Citizen signed is attached which requires him to transfer all levy payments to our CBA bank account a week after it has been collected. Signed contract attached.

Attach copies of supporting documents

Attachments can't be deleted from the application process. See Known issues for further details.

Supporting Documents *

No file chosen

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For assistance go to the Point to Point Transport website [FAQ section](#), see the question: How do I lodge an objection to a passenger service levy assessment?

Next you will need to attach copies of supporting documents as evidence.
Click the 'Choose File' button, navigate to the files you wish to upload.
Select the files and click 'Open' to attach the files.

State briefly why you are raising this objection? *

The levy was collected by my driver, Mr John Citizen, on our company's behalf. He works as a casual hire vehicle driver. However, he has not passed on the passenger service levy payments he has collected to us as he has been overseas for the past 3 weeks.

Grounds for objection

Enter the details of third party who collected the levy. *

My John Citizen, of 123 Transport Avenue, Chippendale NSW, Passenger Transport code 1234545

Enter the details of agreement for third party payment of the levy. *

The contract that Mr Citizen signed is attached which requires him to transfer all levy payments to our CBA bank account a week after it has been collected. Signed contract attached.

Attach copies of supporting documents

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Supporting Documents *

No file chosen

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Declaration

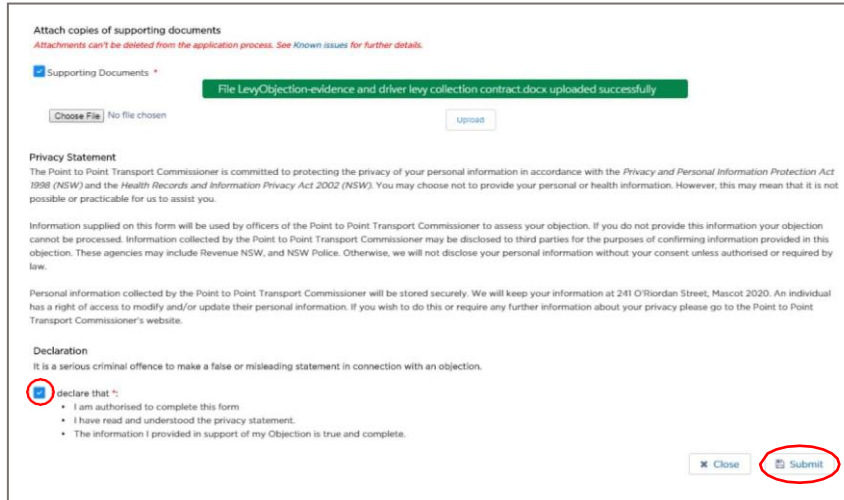
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- The information I provided in support of my Objection is true and complete.

When you are satisfied that these are the correct files you wish to upload, then click the blue 'Upload' button.

You will see “File ‘name of file’ uploaded successfully” in green if the files have been successfully uploaded.



Attach copies of supporting documents
Attachments can't be deleted from the application process. See Known issues for further details.

Supporting Documents *

File LevyObjection-evidence and driver levy collection contract.docx uploaded successfully

No file chosen

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To submit the form, click the 'Submit' button on the right.

9.4. Reason Four – Levy was not Collected by the Person as Directed

In the text box 'State briefly why you are raising the objection?' Enter the reason why you are objecting.

Under 'Grounds for objection', enter the details of the third party who collected the levy.

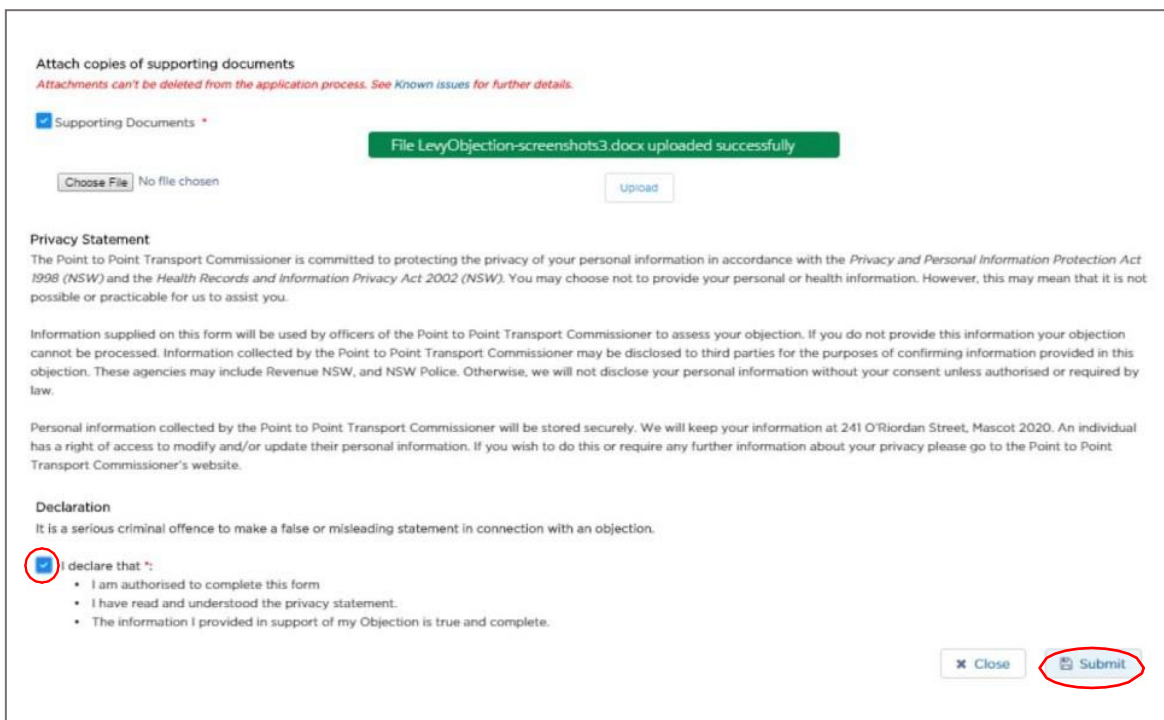
Enter the details of the agreement for the third party payment of the levy in the following text box.

Next you will need to attach copies of supporting documents as evidence.

Click the 'Choose File' button, navigate to the files you wish to upload.

Select the files and click 'Open' to attach the files you wish to upload, then click the 'Upload' button.

You will see "File 'name of file' uploaded successfully" in green if the files have been successfully uploaded.



Attach copies of supporting documents
Attachments can't be deleted from the application process. See Known issues for further details.

Supporting Documents *

File LevyObjection-screenshots3.docx uploaded successfully

No file chosen

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To submit the form, click the 'Submit' button on the bottom right of the screen.

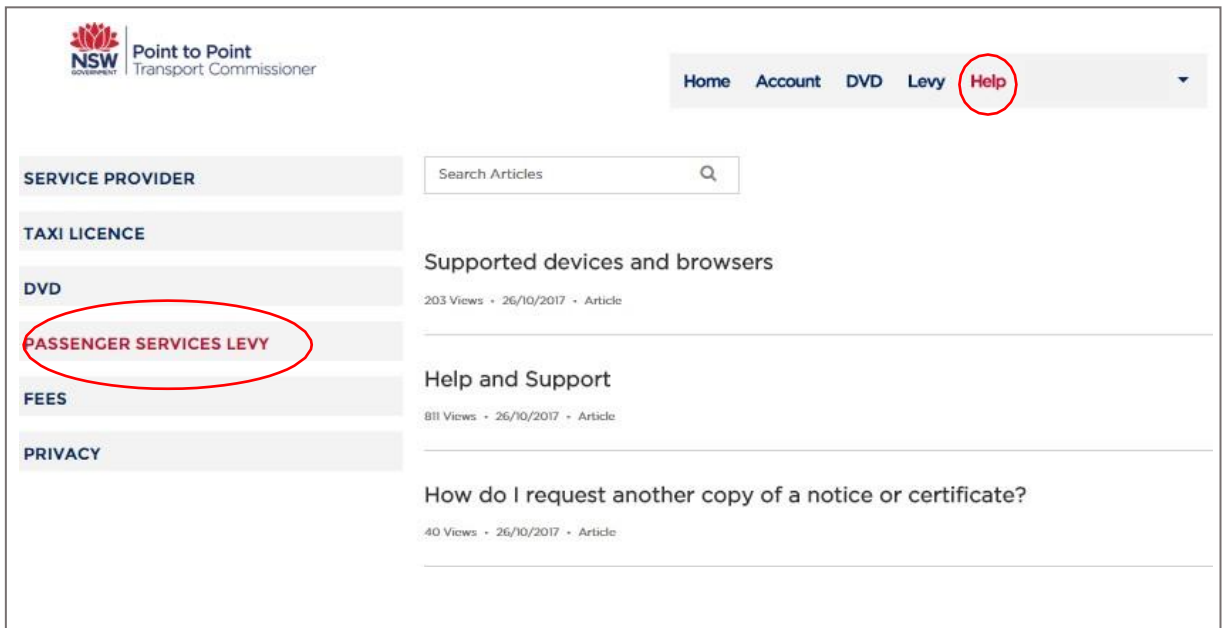


For assistance go to the Point to Point Transport website [FAQ section](#), see the question: How do I lodge an objection to a passenger service levy assessment?

10. Help

Use the Help screen to search for and view help articles.

Click the Help tab on the top navigation menu and the Help screen will be displayed.



Type what you are looking for into the Search Articles field and click the magnifying glass icon to search.



Articles matching your search criteria are displayed.