

TELLER

Quick guide – completing an online submission for a carrier with eligible revenue AUD \$25 million or above

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Logging in to TELLER

1. Our eligible revenue reporting system, TELLER, is available from the [eligible revenue portal](#) page on the ACMA website.
2. Select the '**Access ER portal**' button shown below.

Participating person

If your revenue is AUD \$25m or above the revenue threshold for the eligible revenue period, you are required to provide a return by completing the eligible revenue submission form in TELLER and provide the following information to the ACMA by 31 October 2023:

- a copy of the financial statements on which the return is based, including copies of the financial statements of the declared related parties
- an outline of your business structure.

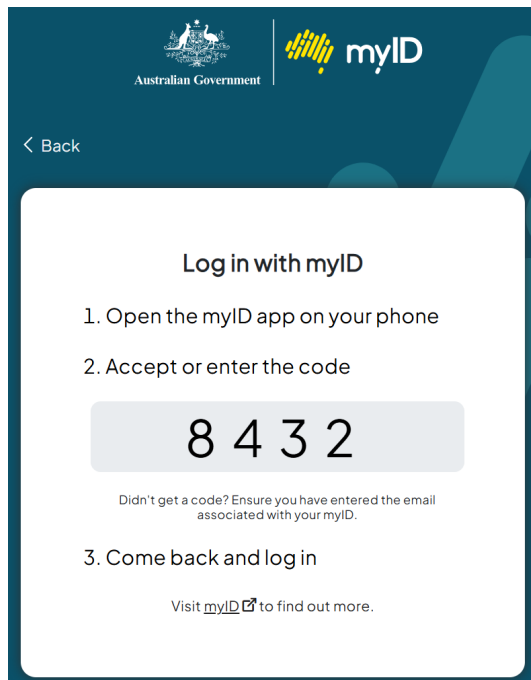
The ACMA may request carriers to provide supporting evidence to substantiate claims made in a return.

Access ER portal
(Revenue threshold at or above AUD \$25m)

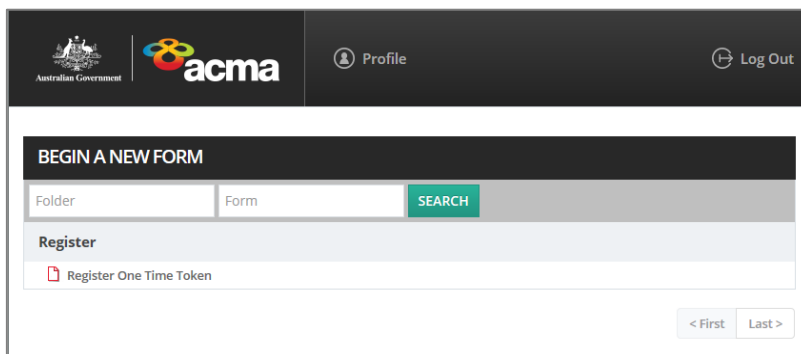
3. You will then be redirected to the '**Government Authentication Service**' website.

To register for myID or to obtain further information, visit [myID](#) or contact 1300 287 539.

- Once you have been directed to the myID Authentication screen, open the myID app on your phone and accept or enter the code given.



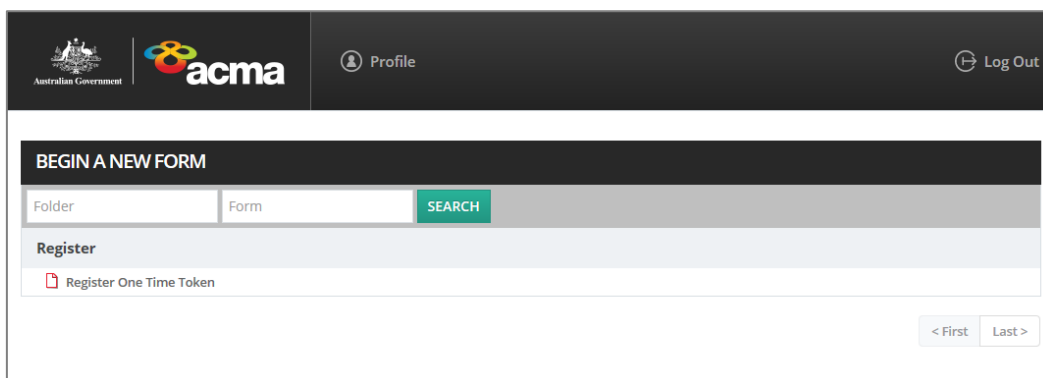
- Select '**Continue**'. You are now logged onto the TELLER system.



First time users must register for a one-time token

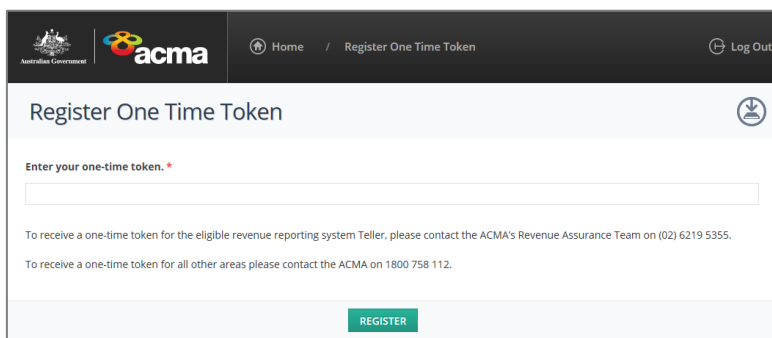
To access the eligible revenue submission form for the first time, you will be required to register for a one-time token. To do this, email the [Revenue Assurance Team](#).

1. Once you have been issued a one-time token, select the '**Register One Time Token**' link.



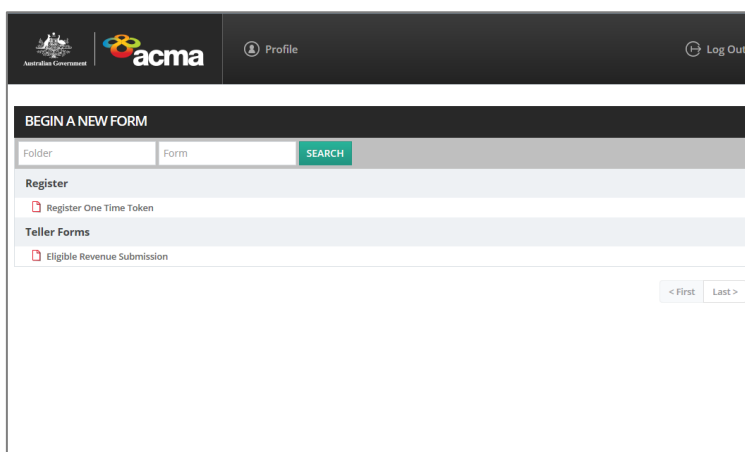
The screenshot shows the ACMA portal interface. At the top, there is a header with the Australian Government and ACMA logos, a 'Profile' link, and a 'Log Out' button. Below the header, a dark bar contains the text 'BEGIN A NEW FORM'. Underneath, there is a search bar with 'Folder' and 'Form' input fields and a 'SEARCH' button. A 'Register' section is highlighted, containing a link for 'Register One Time Token'. At the bottom right, there are '< First' and 'Last >' navigation buttons.

2. A '**Register One Time Token**' page will appear advising you to enter your one-time token.



The screenshot shows the 'Register One Time Token' page. The header includes the Australian Government and ACMA logos, a 'Home / Register One Time Token' breadcrumb, and a 'Log Out' button. The main heading is 'Register One Time Token'. Below it, there is a text input field for the one-time token, followed by instructions: 'To receive a one-time token for the eligible revenue reporting system Teller, please contact the ACMA's Revenue Assurance Team on (02) 6219 5355. To receive a one-time token for all other areas please contact the ACMA on 1800 758 112.' A 'REGISTER' button is at the bottom.

3. Enter your one-time token and select '**Register**'. Once you have access, you will be able to view the '**Eligible Revenue Submission**' form.



The screenshot shows the ACMA portal interface after registration. The header is the same as the first screenshot. The 'BEGIN A NEW FORM' section now includes a 'Register' section with a link for 'Register One Time Token' and a 'Teller Forms' section with a link for 'Eligible Revenue Submission'. The '< First' and 'Last >' navigation buttons are still present at the bottom right.

Completing the Eligible Revenue Submission form as an Eligible Revenue Return (ERR)

1. On the '**Welcome**' page, check that your name and email address details are correct.
2. If any details are incorrect, you need to complete an [Authorised Contact Registration Form](#) and submit with the Revenue Assurance team [by email](#).

Welcome

Carrier Group

William,

This form will take you through the process of submitting an Eligible Revenue Submission for the 2014-15 eligible revenue period.

For more information on the Eligible Revenue Submission process (including the associated legislation and documentation) please visit the Eligible Revenue portal, on the ACMA website, located [here](#).


We currently don't have an email address for you on record. Please update your details via the Contact Details form on the ACMA website.

The questions you will be asked on this form will vary based on your answers. Any questions marked with a red * are mandatory and must be answered.

Additional information about certain questions can be viewed by clicking the blue "help" bubble.

How do I obtain further information?

If you need further information, please check the ACMA website [here](#) or contact the ACMA's Revenue Assurance Team via email at TIL@acma.gov.au or telephone (02) 6219 5355.

3. Select the arrow icon  in the upper right-hand corner of the screen to navigate to the '**Carrier Group**' page.

Carrier Group


Select Carrier Group: 101 Telco

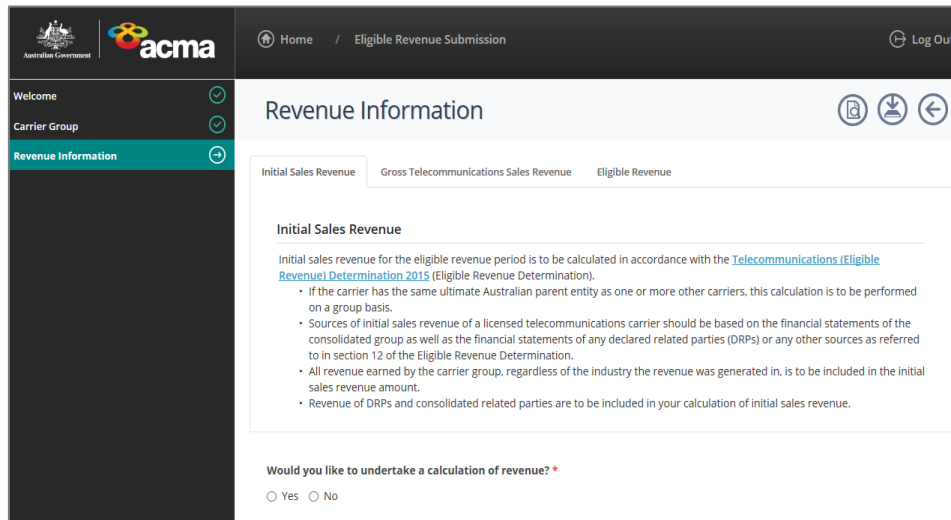
Ultimate Australian parent entity
Australian Communications and Media Authority

CARRIER	ACN	LICENCE
Australian Communications and Media Authority		101

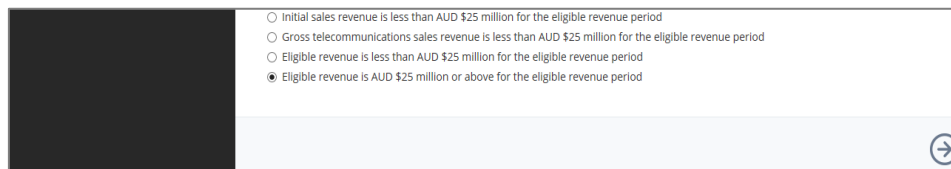
☐ I confirm the carrier licences displayed above are the only carrier licences within the 101 Telco and no carrier licences have been omitted.

If this information is not correct, please contact Revenue Assurance Team via email at TIL@acma.gov.au or telephone (02) 6219 5355 before processing.

4. Please check the information is correct. Once the check box is selected, please click the arrow icon  to navigate to the 'Revenue Information' page.




5. On the 'Revenue Information' page, select the 'No' radio icon under the question 'Would you like to undertake a calculation of revenue?'.
6. Then select the 'Eligible Revenue is AUD \$25 million or above for the eligible revenue period' radio icon.



What to do if eligible revenue is under AUD \$25 million?

If, for the eligible revenue period, the carrier group's initial sales revenue, gross telecommunications sales revenue or eligible revenue is **less than AUD \$25 million**, you can still make a submission in this page by selecting one of the following thresholds:


- > initial sales revenue is less than AUD \$25 million for the eligible revenue period
- > gross telecommunications sales revenue is less than AUD \$25 million for the eligible revenue period
- > eligible revenue is less than AUD \$25 million for the eligible revenue period.

Select the arrow icon  to navigate to the next page. To complete your submission, please refer to page 5 of the '**TELLER quick guide – completing an online submission for a carrier with revenues less than AUD \$25 million**' available on our [website](#).

7. If you have selected the threshold to indicate your **'Eligible Revenue is AUD \$25 million or above'** you will be directed to the **'General Information'** page.

The screenshot shows the 'General Information' page for an 'Eligible Revenue Submission'. The page title is 'General Information'. Below the title, there is a section for 'Eligible Revenue Return (ERR)' with a note that it must be completed in accordance with relevant legislation. A list of required information is provided, including general licence information, carrier information, revenue and deduction schedules, inter-person input payments (IPIP) schedule, declared related party information, revenue and deduction schedules, IPIP schedule, revenue allocation schedule, eligible revenue summary calculation schedule, and upload supporting documentation (business structure, financial statements, and other supporting documents). An 'IMPORTANT NOTES' section follows, directing users to the Eligible Revenue Submission Handbook and providing a link to complete an authorised contact form if details have changed. At the bottom, there is a 'Supporting Financial Statements End Date' section with a date picker set to 30/06/2014.


8. On the **'General Information'** page, enter the **'Supporting Financial Year End Date'** and details under the **'Business Activities Information'**, if applicable.


9. Select the save icon  to save your eligible revenue submission. Ensure that you save frequently to prevent the loss of your information.

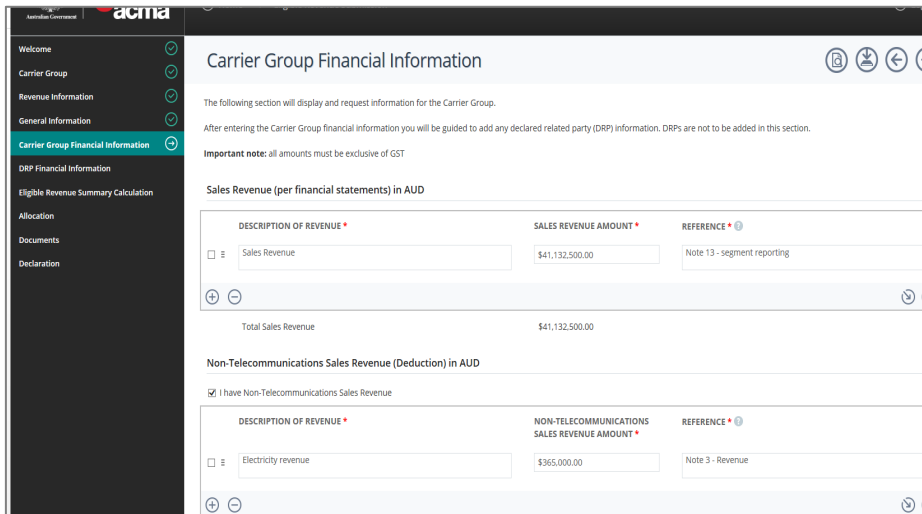
10. When a submission is saved, a copy is available under **'Forms Assigned to Me'**.

The screenshot shows the 'Forms Assigned to Me' table. The table has four columns: 'Form', 'Assigned By', 'Date Assigned', and 'Comment'. There is one row of data showing 'Eligible Revenue Submission' assigned by 'My Telco - Test' on '15/04/2016 10:25 AM'.

Form	Assigned By	Date Assigned	Comment
Eligible Revenue Submission	My Telco - Test	15/04/2016 10:25 AM	My Telco - Test



11. You can **print** your eligible revenue submission at any stage of your submission by selecting the print icon .


12. Select the arrow icon  to navigate to the 'Carrier Group Financial Information' page.

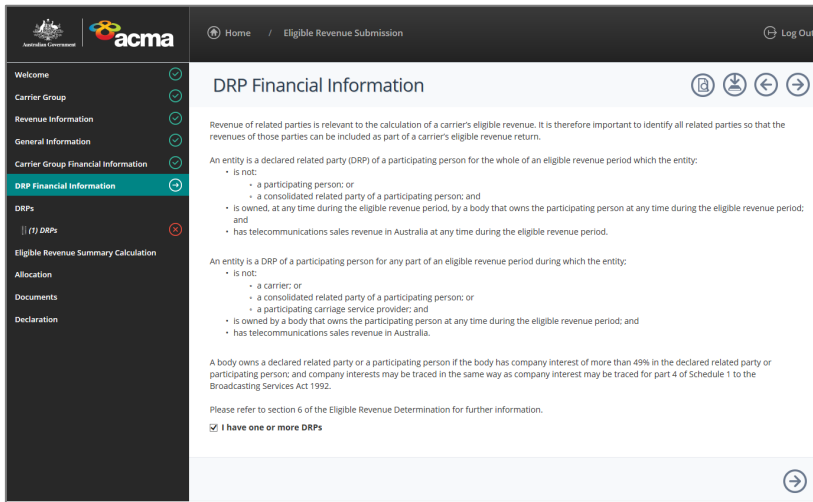



13. On the 'Carrier Group Financial Information' page, enter your revenue and deductions information.

14. To export or import revenue and deduction items within the submission, select on the:

- > **export** data icon  from the submission, then select either 'open', 'save' or 'cancel'
- > **import** data icon  into the submission, then select 'browse' to select your CSV file to import.
Note: CSV field names in the data file need to match the column names in the submission.

15. Click on the arrow icon  to navigate to the 'DRP Financial Information' page.



16. Tick the **check box**, if you have one or more declared related parties (**DRP**) and click on the arrow icon  to enter DRP financial information.

17. If there are no DRPs click on the arrow icon  to go to the 'Eligible Revenue Summary Calculation' page.

18. Please enter DRP information on the 'DRPs' page. Further information relating to DRPs is available on the 'Related parties for eligible revenue reporting' document on our [eligible revenue portal page](#).

Home

Eligible Revenue Submission

Log Out

Welcome

Carrier Group

Revenue Information

General Information

Carrier Group Financial Information

DRP Financial Information

DRPs

(1) Telecommunications United Pty Ltd

Eligible Revenue Summary Calculation

Allocation

Documents

Declaration

DRPs

Name *

Telecommunications United Pty Ltd

Proportion of carrier owned by body with the greatest interest in the carrier and which owns the DRP greater than 49% (participating person interest) *

75

Proportion of DRP owned by body with greatest interest in the DRP and the owner of the participating person greater than 49% (party interest) *

90

DRP Factor 67.50%

NOTE: In accordance with subsection 6(3) of the Eligible Revenue Determination, a body owns a DRP or a participating person if the body has company interest of more than 49% in the DRP or participating person.

Important note: all amounts must be exclusive of GST

Sales Revenue (per financial statements) in AUD

DESCRIPTION OF REVENUE *	TOTAL REVENUE *	CARRIER/GROUP PORTION	REFERENCE *
<input type="checkbox"/> Sales Revenue	\$1,000,000.00	\$675,000.00	Refer to note 2, Revenue - page 28 of Annual Report
Total Sales Revenue		\$675,000.00	

Non-Telecommunications Sales Revenue (Deduction) in AUD

☐ I have Non-Telecommunications Sales Revenue

Other Telecommunications Sales Revenue (Addition) in AUD

☐ I have Other Telecommunications Sales Revenue

Non-licence holder revenue AUD

☐ I have Revenue before person becomes a carrier or participating carriage service provider and revenue after a person ceases to be a carrier or participating carriage service provider for entity

Gross Telecommunications Sales Revenue

\$675,000.00

Deductions

☐ I have Deductions

Inter-person input payments

☒ I have Inter-person input payments

OTHER CARRIER, CONSOLIDATED RELATED PARTY OR DRP	OTHER DRP FACTOR *	CLAIMED DEDUCTION AMOUNT *	CARRIER/GROUP PORTION	DESCRIPTION *	REFERENCE *
<input type="checkbox"/> ACMA - Telco Pty Ltd	100	\$10,000.00	\$6,750.00	Interconnection fees	management accounts pg 2
Total Inter-Person Input Payment amount claimed as deductions			\$6,750.00		

Other input amounts



☐ I have other input amounts

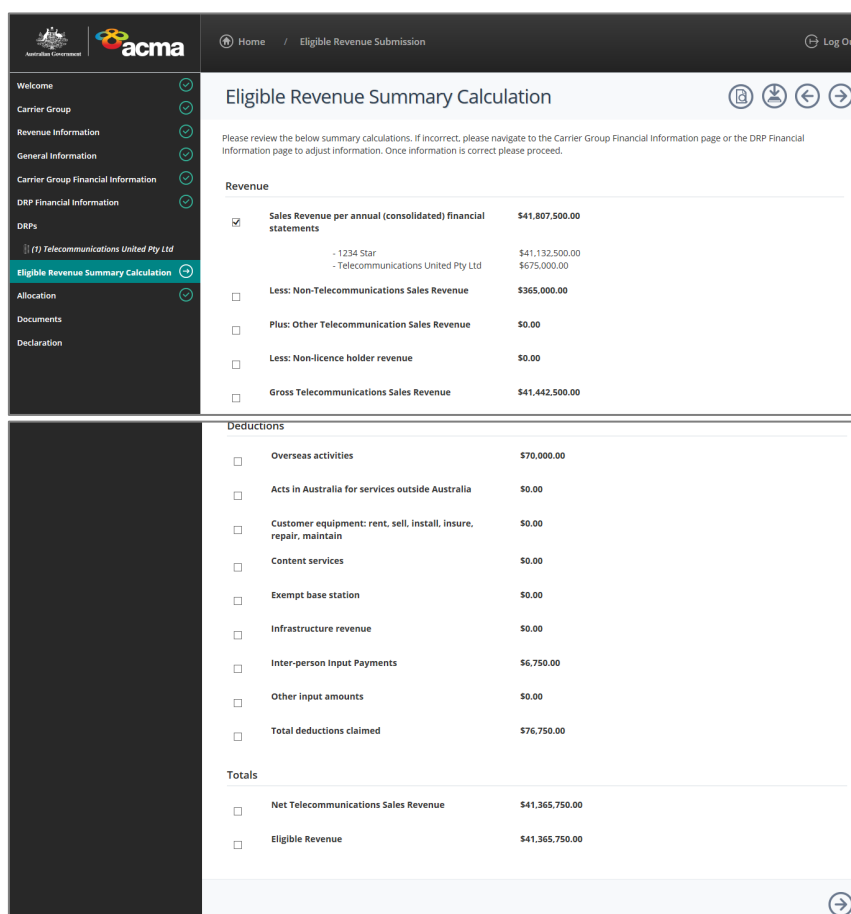
Total of All Deductions

\$6,750.00

Eligible Revenue

\$668,250.00

19. To add another DRP, select the plus icon  at the bottom of the form. Otherwise you can select the arrow icon  to go to the '**Eligible Revenue Summary Calculation**' page.



Eligible Revenue Summary Calculation

Please review the below summary calculations. If incorrect, please navigate to the Carrier Group Financial Information page or the DRP Financial Information page to adjust information. Once information is correct please proceed.

Revenue

<input checked="" type="checkbox"/>	Sales Revenue per annual (consolidated) financial statements	\$41,807,500.00
	- 1234 Star	\$41,132,500.00
	- Telecommunications United Pty Ltd	\$675,000.00
<input type="checkbox"/>	Less: Non-Telecommunications Sales Revenue	\$365,000.00
<input type="checkbox"/>	Plus: Other Telecommunication Sales Revenue	\$0.00
<input type="checkbox"/>	Less: Non-licence holder revenue	\$0.00
<input type="checkbox"/>	Gross Telecommunications Sales Revenue	\$41,442,500.00


Deductions

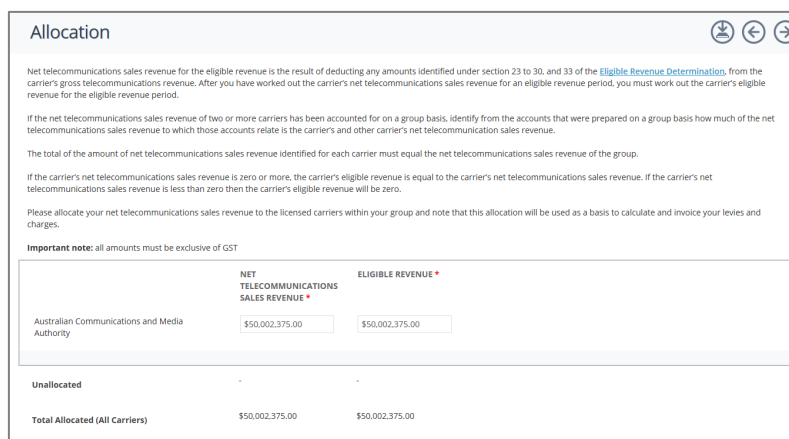
<input type="checkbox"/>	Overseas activities	\$70,000.00
<input type="checkbox"/>	Acts in Australia for services outside Australia	\$0.00
<input type="checkbox"/>	Customer equipment: rent, sell, install, insure, repair, maintain	\$0.00
<input type="checkbox"/>	Content services	\$0.00
<input type="checkbox"/>	Exempt base station	\$0.00
<input type="checkbox"/>	Infrastructure revenue	\$0.00
<input type="checkbox"/>	Inter-person Input Payments	\$6,750.00
<input type="checkbox"/>	Other input amounts	\$0.00
<input type="checkbox"/>	Total deductions claimed	\$76,750.00

Totals

<input type="checkbox"/>	Net Telecommunications Sales Revenue	\$41,365,750.00
<input type="checkbox"/>	Eligible Revenue	\$41,365,750.00

20. Check that the information on the '**Eligible Revenue Summary Calculation**' page is correct. To drilldown into a specific revenue or deduction, select the relevant **check box** for the items to be shown.

21. Select the arrow icon  to navigate to the '**Allocation**' page.



Allocation

Net telecommunications sales revenue for the eligible revenue is the result of deducting any amounts identified under section 23 to 30, and 33 of the [Eligible Revenue Determination](#), from the carrier's gross telecommunications revenue. After you have worked out the carrier's net telecommunications sales revenue for an eligible revenue period, you must work out the carrier's eligible revenue for the eligible revenue period.

If the net telecommunications sales revenue of two or more carriers has been accounted for on a group basis, identify from the accounts that were prepared on a group basis how much of the net telecommunications sales revenue to which those accounts relate is the carrier's and other carrier's net telecommunication sales revenue.


The total of the amount of net telecommunications sales revenue identified for each carrier must equal the net telecommunications sales revenue of the group.

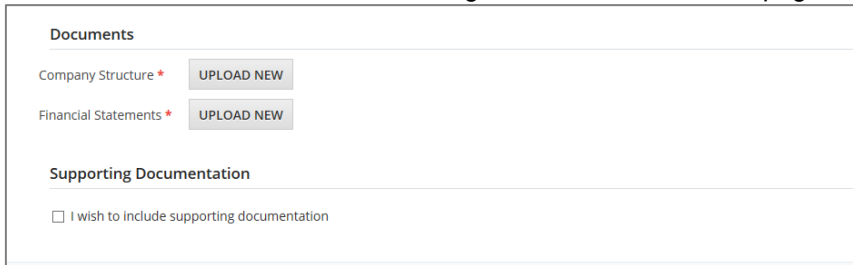
If the carrier's net telecommunications sales revenue is zero or more, the carrier's eligible revenue is equal to the carrier's net telecommunications sales revenue. If the carrier's net telecommunications sales revenue is less than zero then the carrier's eligible revenue will be zero.

Please allocate your net telecommunications sales revenue to the licensed carriers within your group and note that this allocation will be used as a basis to calculate and invoice your levies and charges.

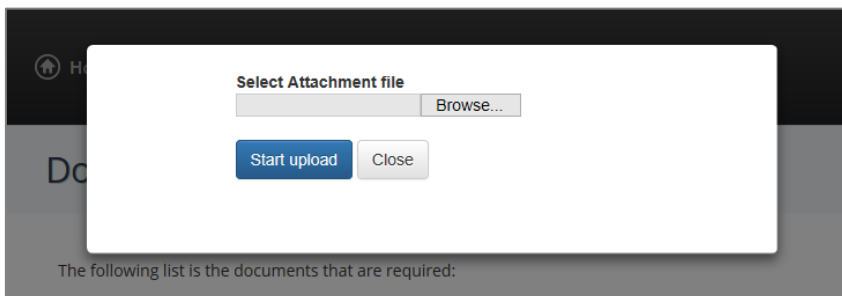
Important note: all amounts must be exclusive of GST

	NET TELECOMMUNICATIONS SALES REVENUE *	ELIGIBLE REVENUE *
Australian Communications and Media Authority	\$50,002,375.00	\$50,002,375.00
Unallocated	-	-
Total Allocated (All Carriers)	\$50,002,375.00	\$50,002,375.00

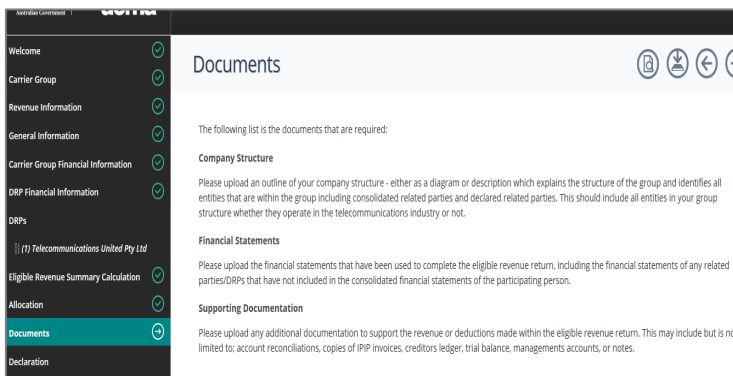
22. Allocate **Net Telecommunications Sales Revenue** and **Eligible Revenue** against the carriers within the carrier group. Enter an explanation if further information is required to explain the allocation. Once completed, select the arrow icon  to navigate to the '**Documents**' page.



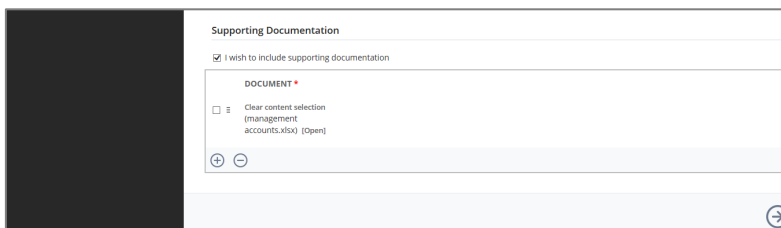
23. On the '**Documents**' page, upload the **Company Structure** and **Financial Statements** information by selecting '**Upload New**'.
24. Select '**Browse**' to locate the file saved on your computer and then select the '**Start Upload**' button.




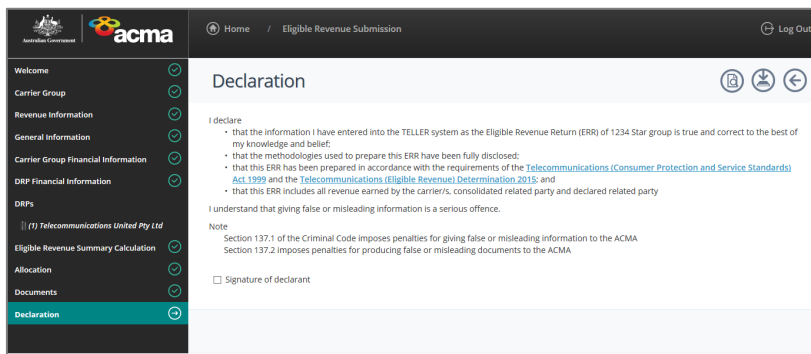
25. Once the documents have been uploaded, the name of the uploaded files should appear under '**Documents**'.



26. To upload additional supporting documentation, select the '**I wish to include supporting documentation**' check box.

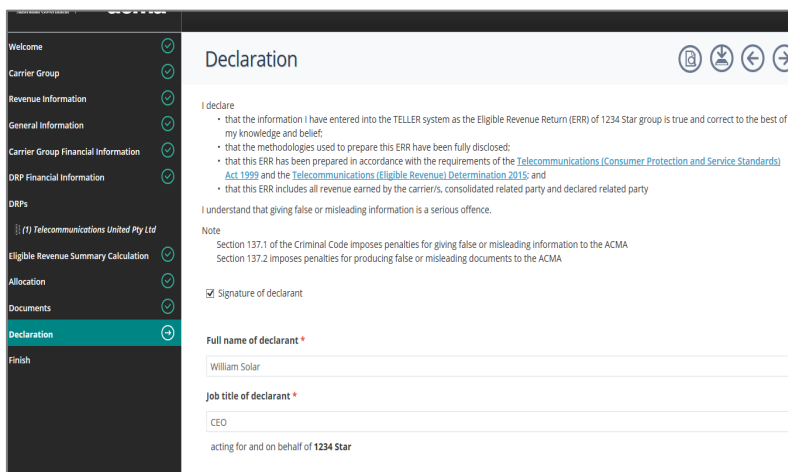


27. Select the arrow icon  to navigate to the 'Declaration' page.



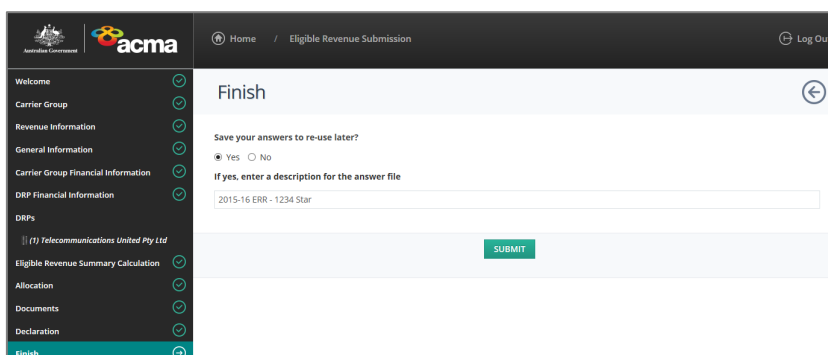
The screenshot shows the ACMA Eligible Revenue Submission interface. The left sidebar contains a list of steps: Welcome, Carrier Group, Revenue Information, General Information, Carrier Group Financial Information, DRP Financial Information, DRPs, (1) Telecommunications United Pty Ltd, Eligible Revenue Summary Calculation, Allocation, Documents, and Declaration (highlighted). The main content area is titled 'Declaration' and contains a declaration form. The form includes a section for 'I declare' with bullet points, a 'Note' section, and a checkbox for 'Signature of declarant'.

28. Ensure you read the declaration and check the 'Signature of declarant' box to finalise the declaration. A drop-down box will then appear for the declarant to enter their full name and position.



The screenshot shows the ACMA Eligible Revenue Submission interface. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Declaration' and contains a declaration form. The 'Signature of declarant' checkbox is now checked. Below the checkbox, there are input fields for 'Full name of declarant' (William Solar), 'Job title of declarant' (CEO), and 'acting for and on behalf of' (1234 Star).

29. Select the arrow icon  to navigate to the 'Finish' page.

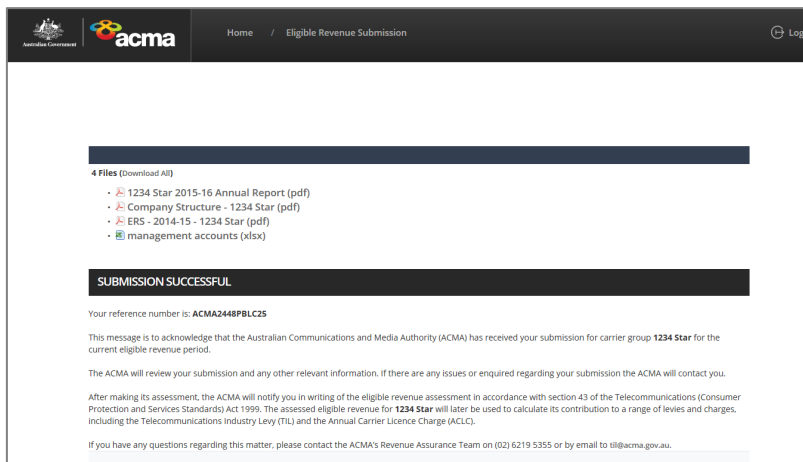


The screenshot shows the ACMA Eligible Revenue Submission interface. The left sidebar contains a list of steps: Welcome, Carrier Group, Revenue Information, General Information, Carrier Group Financial Information, DRP Financial Information, DRPs, (1) Telecommunications United Pty Ltd, Eligible Revenue Summary Calculation, Allocation, Documents, Declaration, and Finish (highlighted). The main content area is titled 'Finish' and contains a 'Save your answers to re-use later?' section with radio buttons for 'Yes' and 'No'. Below this, there is a text input field for 'If yes, enter a description for the answer file' with the value '2015-16 ERR - 1234 Star'. A green 'SUBMIT' button is located at the bottom right of the main content area.

30. From this page, you can save a copy of your submission for historical reference. If you would like to save a copy, select the 'Yes' check box and enter a description of the file.

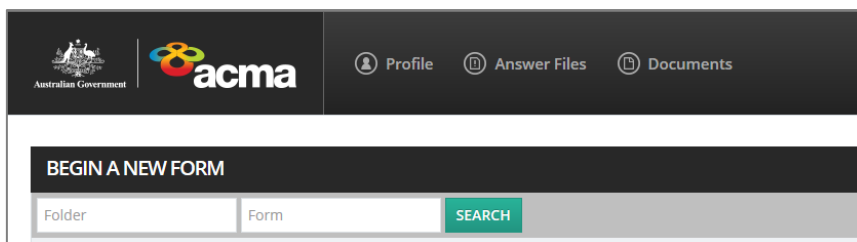
31. Select the 'Submit' button.

32. A notification email will be sent to the email address displayed on the **'Welcome'** page and a **'Submission successful'** page will be displayed with a reference number.



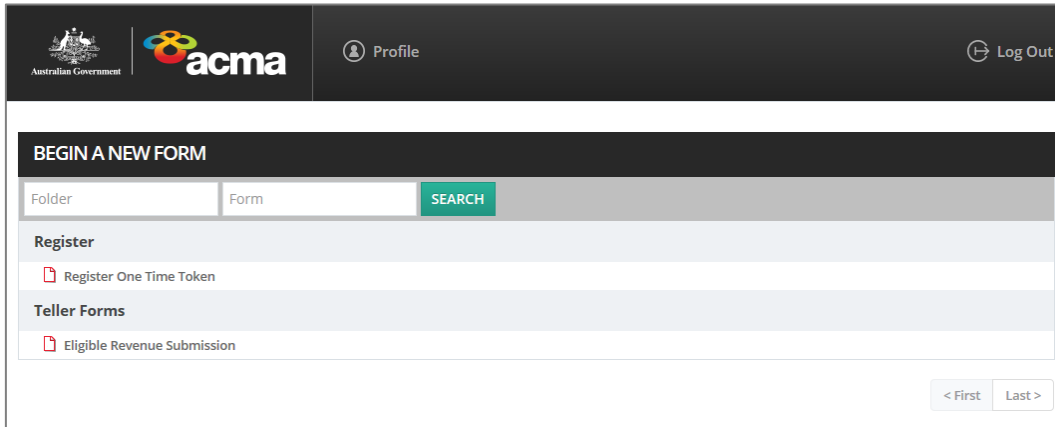
33. A PDF copy of your submission can be printed from the files displayed on the **'Submission successful'** page.

34. A copy of the submitted return can also be found under **'Documents'** on the top menu bar.



Log out of TELLER System

1. To log out of the system, select the '**Log Out**' button on the top right menu bar.



The screenshot displays the TELLER System interface. At the top, there is a dark navigation bar. On the left, it features the Australian Government crest and the 'acma' logo. In the center, there is a 'Profile' link with a user icon. On the right, there is a 'Log Out' button with a circular arrow icon. Below the navigation bar, the main content area is titled 'BEGIN A NEW FORM'. It contains two input fields labeled 'Folder' and 'Form', followed by a green 'SEARCH' button. Below these fields, there are two sections: 'Register' with a link 'Register One Time Token' and 'Teller Forms' with a link 'Eligible Revenue Submission'. At the bottom right of the content area, there are two buttons: '< First' and 'Last >'.