

Approve and lodge an FBT form

Australia only

Once you've added, filled in and validated a form, here are the next steps:

Finalise the form

Finalising a form will send it to the ATO for a pre-lodgment check.

Open the form and click **Finalise**. The button changes to **Finalising...** while the form is being sent to the ATO. When it's sent, the message "Return has been sent to the ATO for validation" displays at the top of the form, and the form status will change to **Completed**.

If the form is rejected, the message "ATO has rejected the return" displays at the top of the form. There will be a list reasons why the return was rejected – you'll need to edit those fields to correct the errors. Click **Edit** at the top right of the form, make the required corrections, then finalise it again.

Request a signature

Mark a form as 'signed'

Lodge the form

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