

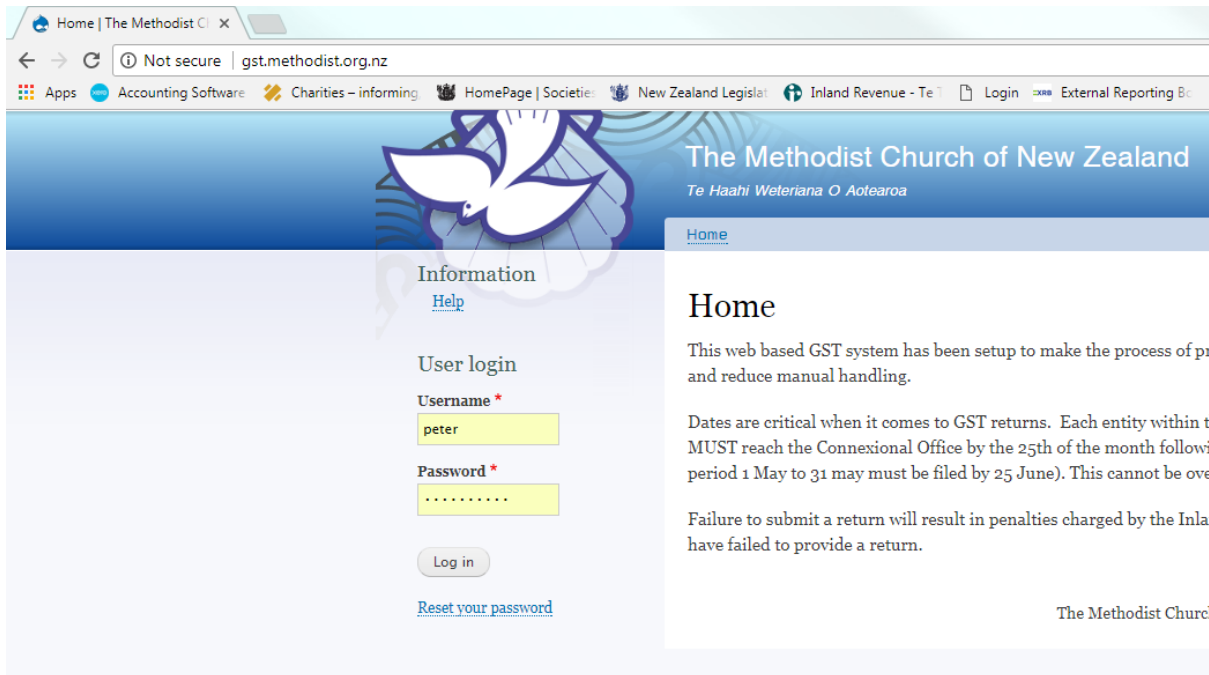
Returning the Annual Statistic Returns (the M2 Form) Over the Internet

The ability to send us the M2 Form over the internet has gone “live” today. This has been built onto the GST System rather than having a stand-alone system.

To lodge the M2 Form online you need to have access to the online GST System and access to the internet. The instructions provided below assume you are using the Chrome web browser but the system will work with other web browsers also.

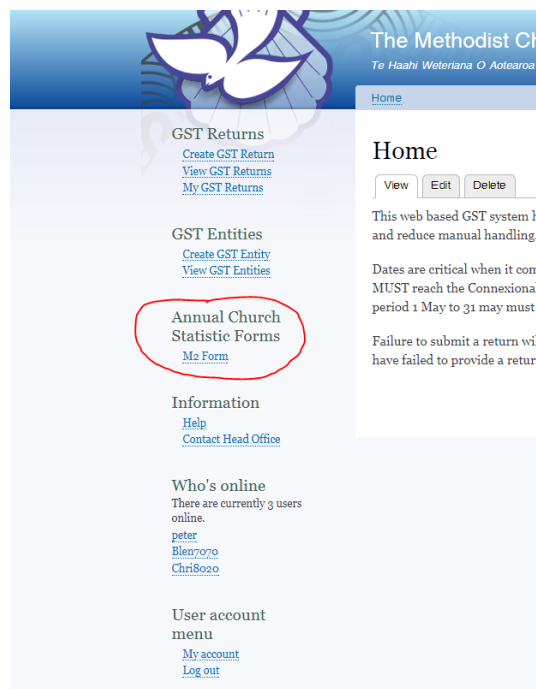
Steps that need to be taken.

1. Open a web browser and go to gst.methodist.org.nz. The screen will look something like this:



The screenshot shows a web browser window with the URL gst.methodist.org.nz. The page header includes the Methodist Church of New Zealand logo and the text "The Methodist Church of New Zealand Te Haahi Weteriana O Aotearoa". The main content area is divided into two columns. The left column contains a navigation menu with "Information" and "Help" links, a "User login" section with fields for "Username" (containing "peter") and "Password" (masked with dots), a "Log in" button, and a "Reset your password" link. The right column is titled "Home" and contains a message: "This web based GST system has been setup to make the process of pr and reduce manual handling." followed by a paragraph about GST return deadlines and a warning about penalties for late submission. The footer of the page says "The Methodist Church".

2. Enter your Username and Password. The person who lodges the parish GST return will have this information. If they do not, contact Gail Smith (gails@methodist.org.nz) and she will be able to provide the information to you.
3. Once you are logged in the screen will look like this. Note that you now have the option to lodge the M2 Form as shown. Click on the blue line that says “M2 Form”.



The screenshot shows the dashboard after logging in. The header is the same as the previous screenshot. The left column now has a "GST Returns" section with links for "Create GST Return", "View GST Returns", and "My GST Returns". Below that is a "GST Entities" section with links for "Create GST Entity" and "View GST Entities". A red circle highlights the "Annual Church Statistic Forms" section, which includes a link for "M2 Form". The right column is titled "Home" and contains a "View Edit Delete" button group, followed by the same message about the GST system and deadlines as in the previous screenshot. The footer of the page is not visible in this screenshot.

- Once again the screen will change. This time the M2 Form will come up and be ready for you to enter your information.

The screenshot shows the website header for 'The Methodist Church of New Zealand' with the Māori name 'Te Haahi Weteriana O Aotearoa'. The main content area is titled 'Parish Statistics - Methodist Parishes' and includes a note to refer to instructions for completing forms. The form fields are as follows:

- Parish Name:** Methodist Church of New Zealand
- Parish Code:** 7771
- Synod:**
- Form completed by:** Peter van Hout

1 MEMBERS
(As defined by Methodist Law (see Law Book Section 1: 7:1 - 7.4))

	Female	Male	Total
Up to 25 years old	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
26 to 45 years old	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
46 to 65 years old	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Over 65 years old	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Totals	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

2a BAPTISMS

Children (under 13 years)

Adult (13 years and over)

THINGS TO NOTE BEFORE YOU START AND TO KEEP IN MIND

- You can use the scroll wheel on your mouse to move up and down in the form displayed on the screen.
- DO NOT CLICK ON THE SUBMIT BUTTON UNTIL YOU HAVE FINISHED AND CHECK THE NUMBERS.
- If you click into the first field as shown below, you are able to use the “Tab” key on your keyboard to move from field to field, enter the numbers you want and slowly move your way down the form. Otherwise you can click into each field, enter the numbers you want and carry on in that manner.

1 MEMBERS

(As defined by Methodist Law (see Law Book Section 1: 7:1 - 7.4))

	Female	Male	Total
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Over 65 years old	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Totals	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

- All numbers need to be whole numbers (1, 2, 3, 11, 100, 450, etc) rather have decimal point number (1.10, 5.55, 3.9, etc.).
- The number range in each field is from 0 to 9999.
- Any totals on the form will be totalled for you. You do not need to enter the totals. This relates to questions 1 and 4a.
- If you do not enter a number in one the fields you will not be able to submit the form but the system will tell you which question needs to be answered.

5. When you are ready and have checked the numbers, then go to the bottom of the form and click on Submit:

11 IN AN AVERAGE WEEK, HOW MANY VOLUNTEER HOURS ARE WORKED IN TOTAL BY ALL VOLUNTEERS?

CHECK ALL YOUR ENTRIES VERY CAREFULLY BEFORE SUBMITTING THIS FORM, ONCE YOU CLICK THIS BUTTON YOU CANNOT CHANGE ANYTHING.

Submit

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6. You will know that the information has been sent as the system will take you back to the top of the form and present you with a message. See the green box below.

The Methodist Church of New Zealand
Te Haahi Weteriana O Aotearoa

[Home](#)

✓ Your M2 has now been submitted to the Connexional Office. You may either Log out, go back to the GST Home page or close the browser to exit the system.

Parish Statistics - Methodist Parishes

(Please refer to the instructions (Guide to Completing Statistics Forms & Form M1) for completing and forwarding these forms.)

Parish Name Methodist Church of New Zealand

Parish Code 7771

Synod

Form completed by Peter van Hout
