

Client Profile

1st - CLIENT PROFILE – (individual)

Individual 1

Tax File Number:/...../..... ABN:

Name: Mr/Mrs/Ms/Miss

Residential Address:

Postal Address:

Has your postal address changed since last lodging a tax return? YES / NO

Telephone: (H)..... (W)..... (M).....

Fax: Email

Date of Birth:/...../..... Residence Yes / No Date Arrived/...../.....

If minor complete A1

Occupation:

Bank Account Details for Deposit of Funds

BSB Bank Name :

Account Number

Name on Account *Must be same as BS*

2nd - CLIENT PROFILE (spouse)

If married/de facto in 2008/2009, what date did this occur:/...../.....

Spouse

Tax File Number:/...../..... ABN:

Name: Mr/Mrs/Ms/Miss

Residential Address:

Postal Address:

Has your postal address changed since last lodging a tax return? YES / NO

Telephone: (H)..... (W)..... (M).....

Fax: Email

Date of Birth:/...../..... Residence Yes / No Date Arrived/...../.....

If minor complete A1

Occupation:

Bank Account Details for Deposit of Funds

BSB Bank Name :

Account Number

Name on Account *Must be same as BS*

Client Profile

DEPENDENT DETAILS (eg: Children)

Children

Name _____ Date of Birth ____/____/____ Sex M / F

Name _____ Date of Birth ____/____/____ Sex M / F

Name _____ Date of Birth ____/____/____ Sex M / F

Name _____ Date of Birth ____/____/____ Sex M / F

Name _____ Date of Birth ____/____/____ Sex M / F

Name _____ Date of Birth ____/____/____ Sex M / F

Other

Name _____ Date of Birth ____/____/____ Sex M / F

Relationship _____

Name _____ Date of Birth ____/____/____ Sex M / F

Relationship _____

Name _____ Date of Birth ____/____/____ Sex M / F

Relationship _____

BUSINESS PROFILE

Tax File Number:/...../..... ABN:

Sole Partnership Company Other _____

Residential Address:

Postal Address:

Has your postal address changed since last lodging a tax return? YES / NO

Telephone: (H)..... (W)..... (M).....

Fax: Email

Date of Business:/...../..... Residence Yes / No

Type and Description :

Bank Account Details for Deposit of Funds

BSB _____ Bank Name :

Account Number

Name on Account _____ *Must be same as BS*

Client Profile

Relationship Other Business Details

Family Business, Other _____

No: Involved _____ Owners/Shareholders _____

Have you Been yes or are you wanting to enter the SBE if eligible: yes

How Many other and type of business activities and structures do you have? none or

Type: _____ ABN _____ Businesses _____ TFN _____

Type: _____ ABN _____ Businesses _____ TFN _____

Type: _____ ABN _____ Businesses _____ TFN _____

Are you GST registered yes and please indicate if applicable others above;

| Documentation Required – where applicable | | Reason or Description | Tick Yes | Tick N/A |
|---|--|-----------------------|----------|----------|
| 1. | Previous Year Financial Statements | | | |
| 2. | Previous Year Tax Returns (all) | | | |
| 3. | Accounting Software, Data on CD or memory stick & what type of software eg: QB or MYOB etc | | | |
| 4. | Government Payments | | | |
| 3. | Sales or Income Receipts | | | |
| 5. | Mark where ABN was not quoted | | | |
| 6 | Contract Income Receipts | | | |
| 7 | Any personal service income derived | | | |
| 8 | Investments – | | | |
| | Shares & Dividends DRP and when | | | |
| | Term Deposit documents | | | |
| | Other Investment Documents | | | |
| 9 | Bank statements indicating the nature of each deposit and interest received | | | |
| 10 | Rentals | | | |
| 11 | Shares brought and sold | | | |

Client Profile

| Documentation Required – <i>where applicable</i> | | Reason or Description | Tick Yes | Tick N/A |
|--|---|-----------------------|-------------|-------------|
| 12 | Original purchase price and date of all assets, <u>Property & Machinery</u> | | | |
| 13 | Details of losses carried forward and whether or not they are profit or capital losses. | | | |
| 14 | Insurance documents | | | |
| 15 | Motor Vehicle rego documents | | | |
| 16 | Lease expenses and contract | | | |
| 17 | Depreciation schedule from previous accountant | | | |
| 18 | Itemized account of debtors & creditors | | | |
| 19 | Loans to family members etc from a company structure if applicable | | | |
| 20 | Previous Accountant – amount owing and last bill | | | |
| 21 | Do you want to enter Bank-Link? If yes please fill in the following bank-link authority forms | | | |

Client Profile

ADDITIONAL INFORMATION

For our administration purposes please place a tick next to the information that you have provided to our office. (Note: we will not be responsible for the information that is not marked on your sheet)

DOCUMENTATION REQUIRED *(PLEASE TICK IF PROVIDED IF APPLICABLE)*

- Super payments details and statements
- Wages details (To be supplied on the sheet provided)
- Details of any income not deposited into the Bank Link account along with tax invoices.
- AWB, ABB loan statements and Pool Payment Invoices
- Milk statement for payment banked and June previous year
- Specific details of insurance policies paid (please supply document policy if possible)
- Trading & Hardware accounts
- Details of cash payments & receipts to be supplied on the sheet provided
- Stock selling and purchasing statements whether livestock or inventory
- Fuel invoices
- Telephone and electricity account invoices
- Bank , Credit Card, & Loan statements and policy's
- Insurance Policy's

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Private Portions

| | | | | | |
|-------------|---------|------------|---------|-------|---------|
| Fuel | % _____ | Rates | % _____ | Car | % _____ |
| Electricity | % _____ | MV Repairs | % _____ | Other | % _____ |

Sign _____

Date _____/_____/_____

Client Profile

LIVESTOCK DETAILS

1st July to 30th June

| | Sheep | | Cattle | | | | | |
|---|-------|-------|--------|-------|-----|-------|-----|-------|
| | Num | Value | Num | Value | Num | Value | Num | Value |
| Open Livestock Account as at 1 st July | | | | | | | | |
| Purchases during the year | | | | | | | | |
| Number of Livestock Born | | | | | | | | |
| Sales during the year | | | | | | | | |
| Deaths | | | | | | | | |
| Rations | | | | | | | | |
| Closing Livestock as 30 th June | | | | | | | | |
| | | | | | | | | |

Signed _____

Date ____/____/____

Client Profile

OTHER INVENTORY

1st July to 30th June

| | 1 st July | | to 30 th June | | | | | |
|---|----------------------|-------|--------------------------|-------|-----|-------|-----|-------|
| | Num | Value | Num | Value | Num | Value | Num | Value |
| Open Stock Account as at 1 st July | | | | | | | | |
| Purchases during the year | | | | | | | | |
| | | | | | | | | |
| Sales during the year | | | | | | | | |
| Spoilage / Disposed | | | | | | | | |
| Personal Use | | | | | | | | |
| Closing Livestock as 30 th June | | | | | | | | |
| | | | | | | | | |

Signed _____

Date ____/____/____