

BAS Preparation – Information Gathering Questionnaire

Client: _____ Date: _____

About this Questionnaire

This questionnaire is provided to ensure that you give us the information required to prepare your Business Activity Statement.

(If you require further explanation regarding the nature of these questions, please call us.)

To: Marzol Holloway & Associates

We hereby instruct you to prepare our Business Activity Statement for the **quarter/month** ending

We acknowledge the information requested above is required to ensure the accuracy of our Business Activity Statement and to avoid penalties.

All information is enclosed and is correct. We undertake to supply all information necessary to carry out such services and we will be responsible for the accuracy and completeness of such information.

Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements insofar as third parties are concerned, or in the fulfilling of any statutory audit requirements.

You are hereby authorised to communicate with our bankers, solicitors, finance companies and all government agencies such as the Australian Taxation Office to obtain such information as you require in order to carry out the above assignment.

Name: _____

Signature: _____

Date: _____

1.	Required Items	Yes	No	?
1.1	Did you enclose or have you already provided the following items for the preparation of your BAS for the period:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Either:			
1.1.1	Bank Statements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.1.2	Deposit Details?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.3	Cheque Butts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Or:				
1.1.4	Backup disk? <i>(Including your password)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.5	Credit Card Statements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.6	FBT Returns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	A list of all business payments made in cash and all business income received in cash?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	All other statements which show an income or expense?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Expenses – Business/Private	Yes	No	?
2.1	Have all private expenses made from the business bank accounts been marked private, and all business income included above?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Have you paid any business accounts from personal funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Assets	Yes	No	?
3.1	Have you signed any agreements for:			
3.1.1	Hire purchase?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.2	Leases, loans or any agreement of any sort that may, or may not, have involved the payment or receipt of a deposit during the period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.3	The Sale or Purchase of land or any other assets,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Have you bought or sold any assets in the period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Use of Assets – Business/Private	Yes	No	?
4.1	Do you or any relatives use any business assets for private use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Do you use any private assets for business use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Legal Fees/Borrowings Costs	Yes	No	?
5.1	Have you incurred legal fees in the period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Have you incurred costs in relation to borrowed money in the period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Invoices	Yes	No	?
6.1	Do you have invoices for all expenses and purchases in the period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	If you are on the accrual basis, have you provided, or enclosed, details of all accounts payable and all accounts receivable at the end of the period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Wine Equalisation Tax		Yes	No	?
6.3	If you are subject to Wine Equalisation Tax, please provide details of your own use connected with the retail sale of grape wine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4	Please provide details of the value of the last wholesale sale or an equivalent value if there is no wholesale sale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5	Do you export wine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.1	If yes, please provide details of the value of domestic sales.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Luxury Car Tax		Yes	No	?
7.1	Please provide the value of fuel efficient cars sold that exceed the fuel efficient car limit of \$75,000.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Please provide the value of other cars sold that exceed the LCT threshold of \$57,180.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. PAYG Withholdings		Yes	No	?
8.1	Have you made payments to employees (salary, wages, allowances and bonuses) and withheld tax?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Have payments been made by a labour hire firm to individual workers under a labour hire arrangement and tax withheld?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3	Have payments been made under a voluntary agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4	Have you withheld any other amounts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. FBT Instalments		Yes	No	?
9.1	Have you paid any fringe benefits to employees or their associates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.1.1	If yes, please provide details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Fuel Tax Credits		Yes	No	?
10.1	Have you purchased fuel for any of the following activities:			
10.1.1	In a vehicle greater than 4.5 tonne GVM travelling on a public road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.2	Emergency vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.3	Off road activities that were previously entitled to a fuel grant under EGCS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.4	Burner applications and non-fuel uses such as manufacturing solvents, or other industrial purposes (but not used in an internal combustion engine)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.5	Packaging of fuels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.6	Supply of fuel for domestic heating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.7	Electricity generation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10.1.8	Emergency vessels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.9	All other use off road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments				
Please provide any additional comments here:				

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