

BAS 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: **[Enter firm name here]**

We hereby instruct you to prepare our Business Activity Statement for the **quarter/month** ending **[Enter period end date here]**

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, deposit details and cheque butts? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Or: | | | |
| 1.1.2 | Copy of computer accounting file? <i>(Including your password)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 | Credit card statements? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3 | FBT returns? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4 | 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"/> |
| 1.5 | 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 | If you have paid any business accounts from personal funds, please provide a summary sheet of expenses paid. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Assets | Yes | No | ? |
| 3.1 | If you have signed any agreements for any of the following items, please provide details and relevant documentation: | | | |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2 | If you have bought or sold any other assets in the period, please provide details. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Use of Assets – Business/Private | Yes | No | ? |
| 4.1 | If you or any relatives use any business assets for private use, please provide details of the assets and percentage of private use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2 | If you use any private assets for business use, please provide details of the assets and percentage of business use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Legal Fees/Borrowings Costs | Yes | No | ? |
| 5.1 | If you have incurred legal fees in the period, please provide details of the nature of legal fees incurred. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|------------|---|--------------------------|--------------------------|--------------------------|
| 5.2 | If you have incurred costs in relation to borrowed money in the period, please provide details and relevant documentation. | <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"/> |
| 7. | Wine Equalisation Tax | Yes | No | ? |
| 7.1 | If you are subject to Wine Equalisation Tax, please provide separate details of wholesale sales, retail sales and your own use (e.g. tastings) of wine. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.2 | If you export wine, please provide details of the value of export sales. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.3 | If you blend or further manufacture wine using wine from another producer, provide the following: | | | |
| 7.3.1 | A notification from the producer of wine producer rebate previously claimed (if received). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.3.2 | A description of the wine purchased (including the quantity and price). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Luxury Car Tax | Yes | No | ? |
| 8.1 | Please provide the value of fuel efficient cars sold that exceed the fuel efficient car limit of \$75,375. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.2 | Please provide the value of other cars sold that exceed the LCT threshold of \$63,184. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | PAYG Withholdings | Yes | No | ? |
| 9.1 | If you answer yes to any of the following questions, please provide details: | | | |
| 9.1.1 | Have you made payments to employees (salary, wages, allowances and bonuses) and withheld tax? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.1.2 | Have you made payments to labour hire workers and withheld tax? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.1.3 | Have payments been made under a voluntary agreement? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.1.4 | Have you withheld any other amounts? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | FBT Instalments | Yes | No | ? |
| 10.1 | If you have provided any fringe benefits to employees or their associates, please provide details. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| 11. PAYG Instalments | | Yes | No | ? |
|--|--|--------------------------|--------------------------|--------------------------|
| 11.1 | Please provide details for the following items for the preparation of your BAS for the period (where applicable): | | | |
| 11.1.1 | Interest income received. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.1.2 | Gross rent received. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.1.3 | Dividends received. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.1.4 | Other instalment income received (e.g. foreign pensions that are assessable in Australia, rebates, repayments of farm management deposits). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.1.5 | If you have received income from partnerships or trusts, provide gross income of each partnership or trust for the current BAS period. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.2 | If there have been significant changes in your income, there may be a scope to vary the instalment amount. Please provide information or call us to discuss. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Fuel Tax Credits | | Yes | No | ? |
| 12.1 | If you have purchased fuel for any of the following activities, please provide details (including the type of fuel, activity, quantity and the date of purchase): | | | |
| 12.1.1 | In a vehicle (including emergency vehicle) greater than 4.5 tonne GVM travelling on a public road. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12.1.2 | All other business uses – on private roads, off public roads and non-fuel uses. (Note: Refer to the ATO website for examples of eligible business activities.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12.1.3 | To power auxiliary equipment of a heavy vehicle travelling on public roads, such as fuel used to power a refrigeration unit or a concrete mixing barrel. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12.1.4 | Packaging of fuels in containers of 20 litres or less for uses other than in an internal combustion engine. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12.1.5 | Supply of fuel for domestic heating. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12.1.6 | Supplying LPG by filling cylinders of 210 kg capacity or less for non-transport use or in tanks for residential use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | | |
| Please provide any additional comments here: | | | | |
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