



ezytax
BLUE

errors lists

ERROR LISTS

Every tax return that gets processed at all of our booths will get reviewed before being submitted to the ATO. Any mistakes and errors found during review will be listed and made available to the individual who made the error. You **MUST** check the errors lists **DAILY** to ensure that if you are making any mistakes you can identify them and stop making the same error in the future.

Errors lists can be found on the Station Sheet for the day the return was completed.

If the Error requires the Client to Re-sign, you **MUST** ensure this is done asap and that the return is ready for review again. Ensure the station sheet is updated accordingly. See **Station Sheet Manual** for more information.

As part of reviewing errors, you must check that each tax return is lodged on the prior day and the station sheet is updated accordingly.

DO NOT WRITE/DELETE THE ERRORS LISTS NOTED – ADD COMMENTS AFTER THE ERRORS IN THE SAME BOX

CAIRNS EZY TAX CENTRAL – STATION 1 (ECCQ1)											
DATE: 01/07/22											
CLIENT NAME	INVOICE #	INITIAL	WORK	PAYMENT TYPE	DATE PAID	AMOUNT	STATUS	REVIEW	DATE LODGED	LOGGMENTS CHECKED BY	ADDITIONAL NOTES <small>(If status is 'Outstanding' give detailed explanation of what is still required)</small>
SMITH, Mark	#2ECCO10001	CF	2/ITR	C	1/6/22	\$79.00	Resign Needed	JD			

ERRORS LIST			
List Errors that need fixing before lodgment	ACTIONED BY	DATE FIXED	RE-SIGN NEEDED ? RE-REVIEW
*Outstanding PPS Income - resign needed			Yes