ezytax

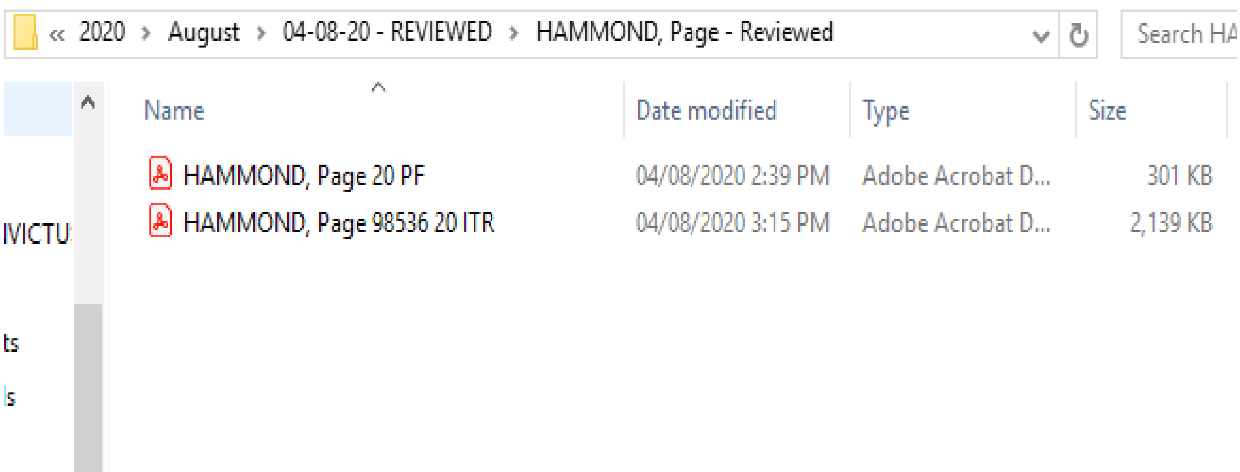
BLUE

itr paperwork & myob notes

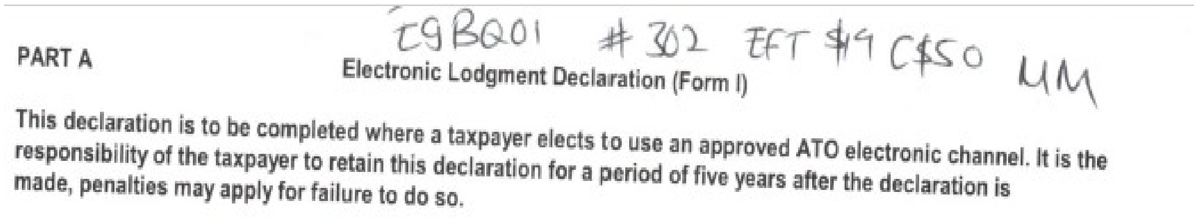
TAX RETURN PAPERWORK

Once the tax return has been completed, all documentation has been signed by the client and payment has been taken, then the physical paperwork needs to be organised and scanned and saved to the server. Every tax return should be organised in the following order starting with the top:

1) ELS Page 1 – Signed by Client at Part A & B and dated. DOUBLE CHECK THIS IS SIGNED – With Station Number, Invoice number, payment method, staff initial and payment amount all recorded at the top.
2) ELS Page 2 – Tax Agent Certificate (Part C of ELS) – Leave blank
3) Client Substantiation Declaration (Sub Dec) signed by the client
4) Client Information Form – Completed fully and signed by the client (banking details must be completed only by the client). DOUBLE CHECK THIS IS SIGNED
5) Any copies of Payment Summaries or other statements provided by the client that have been entered in the tax return
6) Signed Checklist for ABN income and Rental Income (if applicable)
7) Trust Account Authority (If client is paying via Trust/Fee From Refund). TAA is ALWAYS the final sheet for ease of access during later administration duties. You MUST completed and sign the **OFFICE ONLY** section. DOUBLE CHECK THIS IS SIGNED
8) Pre-fill report from Portal – **SAVE IT** only. Do not print. This will be saved as a separate file.



- ELS Page 1 – At the top, you must make a note of the Station, invoice #, date, work done, your initials and the method/amount paid. See example:


PART A

T9BQ01 # 302 EFT $49 C$50 UM

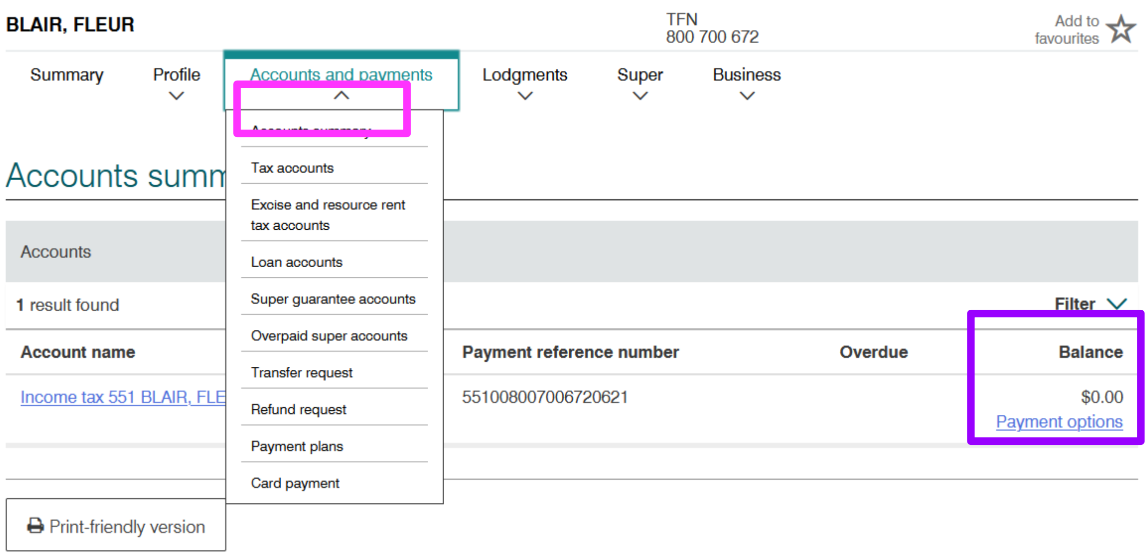
Electronic Lodgment Declaration (Form I)

This declaration is to be completed where a taxpayer elects to use an approved ATO electronic channel. It is the responsibility of the taxpayer to retain this declaration for a period of five years after the declaration is made, penalties may apply for failure to do so.

- See Tax 101 for further details on printing and saving documents for review

TRUST ACCOUNT AUTHORITY

- Also knows as Trust or FFR.
- Client must complete Name at the top and sign at BOTH sections.
- Client must write their bank details. Do NOT write the bank details for the client.
- You MUST check that the **Income Tax Account is $0.00** on the Portal > search for Client > Accounts and payments > Account Summary



- Click on Income Tax Account and check that the client has received a refund for the last three years.
- Check that no refunds have been directed to FAO, CSA or other ATO debts.

Income tax 551

All fields marked with * are mandatory.

BLAIR, FLEUR

Print-friendly version

Overdue	Not yet due	Balance
$0.00	$0.00	$0.00

Transactions

Download >

4 results found - from **08 June 2019** to **08 June 2021** sorted by **processed date** ordered **newest to oldest**

Filter

Processed date	Effective date	Description	Debit (DR)	Credit (CR)	Balance
17 Aug 2020	20 Aug 2020	EFT refund for Income Tax for the period from 01 Jul 19 to 30 Jun 20	$2,807.80		$0.00
13 Aug 2020	20 Aug 2020	Tax return Individuals - Income Tax for the period from 01 Jul 19 to 30 Jun 20		$2,807.80	$2,807.80 CR
24 Jul 2019	29 Jul 2019	EFT refund for Income Tax for the period from 01 Jul 18 to 30 Jun 19	$450.00		$0.00
22 Jul 2019	29 Jul 2019	Tax return Individuals - Income Tax for the period from 01 Jul 18 to 30 Jun 19		$450.00	$450.00 CR

The above example shows that FFR/Trust is possible.

The example below shows that FFR is **NOT** possible as the client has had their refund transferred to Child Support and had a **debt** owing to the ATO. Client must pay cash/EFT.

12 results found - from **08 June 2019** to **08 June 2021** sorted by **processed date** ordered **newest to oldest** **Filter**

Processed date	Effective date	Description	Debit (DR)	Credit (CR)	Balance
22 Sep 2020	22 Sep 2020	General interest charge			$0.00
21 Sep 2020	24 Sep 2020	Credit transferred to Child Support	$1,715.07		$0.00
21 Sep 2020	21 Sep 2020	General interest charge			$1,715.07 CR
17 Sep 2020	25 Sep 2020	Tax return Individuals - Income Tax for the period from 01 Jul 19 to 30 Jun 20		$2,401.04	$1,715.07 CR
1 Oct 2019	1 Oct 2019	General interest charge			$685.97 DR
12 Aug 2019	12 Sep 2019	Shortfall interest charge			$685.97 DR
12 Aug 2019	12 Sep 2019	Tax Office audit amended Tax return Individuals - Income Tax for the period from 01 Jul 17 to 30 Jun 18	$685.97		$685.97 DR
9 Aug 2019	15 Aug 2019	Credit offset to Child Support Agency	$1,236.00		$0.00
6 Aug 2019	15 Aug 2019	Tax return Individuals - Income Tax for the period from 01 Jul 18 to 30 Jun 19		$1,236.00	$1,236.00 CR
19 Jun 2019	1 Aug 2018	General interest charge			$0.00
19 Jun 2019	16 Jul 2018	Tax return Individuals - Income Tax for the period from 01 Jul 17 to 30 Jun 18		$2,565.15	$0.00
19 Jun 2019	16 Jul 2018	Cancellation of Tax return Individuals - Income Tax for the period from 01 Jul 17 to 30 Jun 18	$2,565.15		$2,565.15 DR

- Per the first example, you can tick the boxes and sign saying FFR is ok.
- Do NOT allow FFR to go through if all three items are not ticked.

MYOB NOTES SECTION

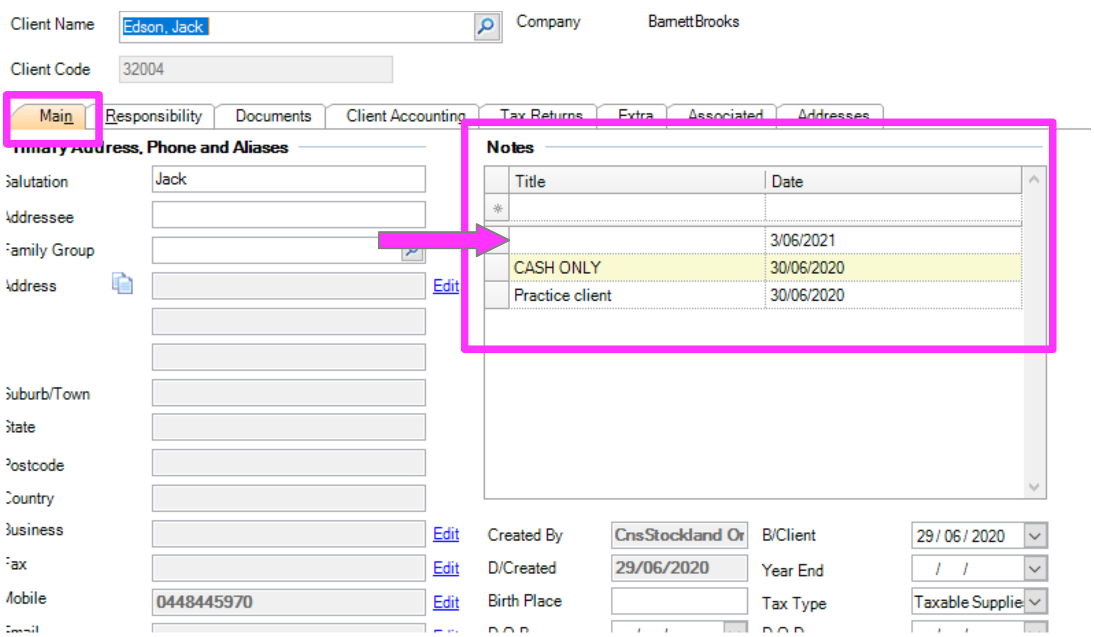
This needs to be used to put any information relating to the customer after they have completed ITR.

Read the notes for each client to determine whether they are CASH ONLY or OWE MONEY.

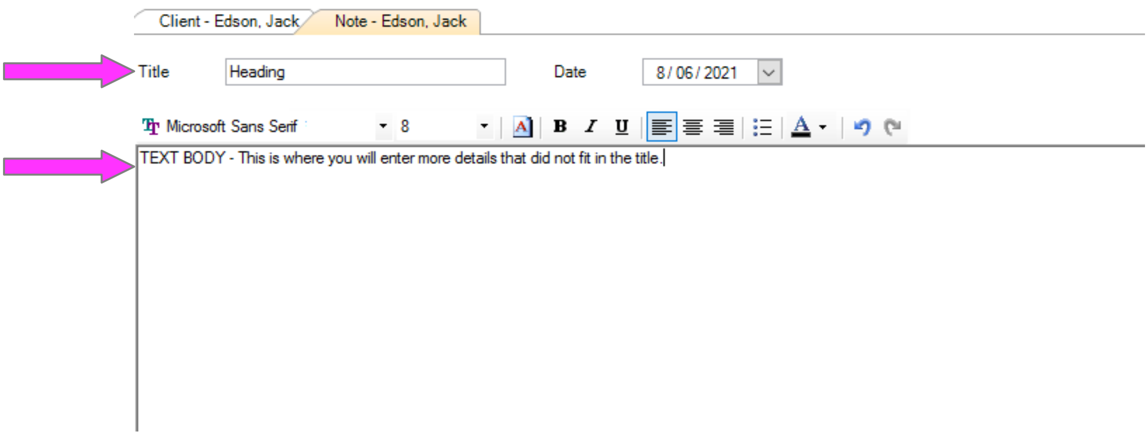
Click on MYOB > click on Clients – This will show the front page of Client's Details. The bottom grey box is where all notes regarding this customer have been entered.

Click on the "Notes" Tab –

- To Create a New Note – Click on the blank line under "Note Type" on the left side and then press F4 and then F6– this will create a new note with a date/time stamp and you will be able to type information in the white box on the right.



- To enter a note, click on the box below the "**Title**" heading then press the enter key to open the a blank note.



- Press F6 which will date/time stamp the note then continue to write the information relating to the customer. This will then create a history of that customer's dealings and allow you or anyone else to see what has been happening and be able to help or advise correctly. This will also help when with keeping an accurate record for dealing with that client.
- Once you are done writing the note ensure you enter your initials.

<u>Examples of Important Notes are: Returned mail, Debt, Outstanding Lodgement, Telephone calls, Errors, Client queries.</u>