UNICORN ACCOUNTANTS RESOURCING

All fields are mandatory.

Trial Job No. [ ] of 5

Job Details

Client Name:	
Client Code *(the code used in your practice's database for this client)*:	

Member Name	In Pension Mode?	Date Commenced Pension Mode	Annual UPP Deductible Amount *(for jobs pre 07)*	Taxable Income *(for jobs pre 05)*
1:	◯ Yes ◯ No	/ /	$	$
2:	◯ Yes ◯ No	/ /	$	$
3:	◯ Yes ◯ No	/ /	$	$
4:	◯ Yes ◯ No	/ /	$	$

Work Required

Work Required:	Please select
Period Required *(eg 2008 Financial Year)*:	

Accounting Software

Please note we prepare all SMSF work in the BGL Simple Fund Software.

Have you attached a backup of a BGL Simple Fund file *(if no, we will set up the file in BGL Simple Fund – an additional fee applies)*?	◉ Yes ◯ No
If **no**, please also complete and include the **Checklist – SMSF set-up**.	◯ Yes ◯ N/A
If you require the tax return in a tax product other than BGL, have you attached an exported copy of the tax return from MYOB AE, MYOB AO, Handitax or Elite?	◯ Yes ◯ N/A

Preferred Treatment

Would you like Provision for Deferred Income Tax to be calculated for this file?	◯ Yes ◯ No ◯ N/A
Would you like any PAYG Instalment(s) relating to the financial year but paid after the financial year end brought into the accounts?	◯ Yes ◯ No ◯ N/A

Additional Information Required

Please scan and upload the following documentation to us:

Please complete the **Checklist - Change of Auditor's or Tax Agent's** details if there has been any change from the prior year.	◯ Yes ◯ N/A
All bank statements for each business bank account for the financial year.	◯ Yes ◯ N/A
Fixed Interest and Term Deposit Investments *(all statements issued during the financial year including the statement showing the 30 June balance)*:	◯ Yes ◯ N/A

Share Investments:

- Buy and Sell Contracts *(including any Share Purchase Plan Documents)* ◯ Yes ◯ N/A
- Dividend Statements ◯ Yes ◯ N/A
- Documentation relating to demergers, return of capital, buy-backs, etc ◯ Yes ◯ N/A

All fields are mandatory.

Additional Information Required

Please scan and upload the following documentation to us:

Managed Fund Investments:
- Purchase and sale documentation ◯ Yes ◯ N/A
- Quarterly Distribution Statements ◯ Yes ◯ N/A
- Annual Tax Statement ◯ Yes ◯ N/A

Property Investments:
- Annual Rental Income and Expediture Statement provided by Real Estate Agent ◯ Yes ◯ N/A
- Invoices for any expenses paid directly by the fund ◯ Yes ◯ N/A
- Market valuation as at 30 June *(a valuation by a qualified valuer should be obtained every 3 years, a trustee valuation should be provided for the years in between)* ◯ Yes ◯ N/A

Other Investments *(all documentation relating to the investment)*: ◯ Yes ◯ N/A

Contributions:
- Details of employer contributions received and allocation to each member ◯ Yes ◯ N/A
- Details of member contributions received *(concessional and non-concessional)* and allocation between members ◯ Yes ◯ N/A

Expenses:
- Insurance Policy documentation for any insurance policies paid by the fund ◯ Yes ◯ N/A
- Details of any expenses paid by the fund not listed above ◯ Yes ◯ N/A

Pension:
- Pension calculations ◯ Yes ◯ N/A
- In the absence of an Actuarial certificate, for unsegregated or part year allocated pensions, would you like us to use the BGL "Calculation" function to perform a calculation of unsegregated assets income percentage for the fund? ◯ Yes ◯ No ◯ N/A
- If **no**, please provide the Actuarial certificate ◯ Yes ◯ N/A

Copies of the following reports from the ATO Tax Agent Portal *(ensuring lodgement and payment of quarter four BAS is displayed)*:
- Integrated Client Account ◯ Yes ◯ N/A
- Income Tax Account ◯ Yes ◯ N/A
- Superannuation Contribution Surcharge Payer Account ◯ Yes ◯ N/A
- Copies of all Business Activity Statements *(and detailed breakdown of GST calculation, if available)* ◯ Yes ◯ N/A

Any other documents that may lessen our level of enquiry to you? ◯ Yes ◯ N/A

Your Practice Details (for this client)

Name of contact in your practice:	
Email address of contact in your practice:	
Direct telephone number of contact in your practice:	+61 (0)
Compliance fee you charged your client **last year** *(ex GST and ex Audit)*:	$
Compliance fee you anticipate charging your client **this year** *(ex GST and ex Audit)*:	$
Does this fee reflect all compliance work for this fund? *(Where draft accounts are required for actuarial purposes or other tax planning purposes an additional fee applies)*:	◯ Yes ◯ No
If **no,** please provide the amount being billed to other entities *(ex GST and ex Audit)*:	$