



# Client Information Sheet

| Client Task List                    | Details  | ✓/x |
|-------------------------------------|--|-----|
| <b>Client Details</b>               |  |     |
| Business Name                       |  |     |
| Business Owners / Directors         |  |     |
| Type of Business / Industry         |  |     |
| Contact Details                     | Main Contact: _____<br>Phone: _____<br>Email: _____<br>Website: www. _____<br>Address: _____ |     |
| Accountant Details                  | Name: _____<br>Phone: _____<br>Email: _____  |     |
| Software Used<br>Software Ownership | MYOB / Xero / Intuit / Reckon / Other _____<br>Purchases / Subscription                      |     |
| <b>Bookkeeper Requirements</b>      |  |     |
| Frequency                           | Daily / Weekly / Monthly / Quarterly / Annually  |     |
| Where                               | Remote / Onsite  |     |
| <b>Bookkeeper Tasks</b>             |  |     |
| Enter Sales Invoices                | Weekly / Monthly   |     |
| Enter Suppliers Invoices            | Weekly / Monthly   |     |
| Banking, Feeds, Reconciliations     | No. Banks _____ / Credit Cards _____ / Other _____   |     |
| Inventory                           | Yes / No   |     |



| Payroll & BAS               |   |  |
|-----------------------------|---|--|
| Payroll                     | Frequency W/F/M and Number of Employees _____ |  |
| Timesheets                  | Yes / No                                      |  |
| BAS Lodgement               | Monthly / Quarterly / None                    |  |
| Other                       |   |  |
| Client Registration Details |   |  |
| GST Registration            | Cash / Accrual                                |  |
| BAS Lodgement Frequency     | Monthly / Quarterly / Annually                |  |
| PAYG Withholding Frequency  | Monthly / Quarterly                           |  |
| PAYG Instalment             | Yes - Rate or Amount                          |  |
| Fringe Benefits Tax         | Yes - Rate or Amount                          |  |
| Payroll Tax                 | Yes / No                                      |  |
| Fuel Tax                    | Yes / No                                      |  |
| TPAR                        | Yes / No                                      |  |
| Client Requirements         |   |  |
| Monthly Reports             |   |  |
| Annual Reports              |   |  |
| Additional Tasks            |   |  |
| Other                       |   |  |
| Accountant Requirements     |   |  |
| Reports                     |   |  |
| EOY                         |   |  |
| Other                       |   |  |
| Other Notes                 |   |  |
| Private %                   |   |  |
| Directors Drawings          |   |  |
| Leases                      |   |  |
| Other                       |   |  |