

GST Survival Kit
The GST Questionnaire

Name _____

G S T Return period: _____

1. Have you banked all income intact?

Yes **No** *how much \$ _____*

2. Do you hold a valid tax invoice for all expenses and purchases during this period?

Yes *Tick the boxes under Tax invoices column*

No *Write no Tax Invoice held*

3. Have you bought or sold any assets (including second hand) during this period?

Yes *Send a copy of all contracts and invoices*

No

4. Have you signed any hire purchase or lease agreements this period?

Yes *Send a copy of all contracts*

No

5. Have you paid any legal expenses or borrowed money during this period?

Yes *Send a copy of all contracts*

No

6. Have you paid any business expenses by Credit Card?

Yes *Sign and send or attach pdf copies of a Credit Card Declaration and*

1. Dissect each payment

OR

2. Code credit card account. Always enter GST amounts in Notes if they are not 10%

OR

3. Send in credit card statements

No

7. Have you paid any invoice that includes both GST supplies and GST Free supplies?

Yes *Note GST amount*

No

8. Have you paid any private expenses from the business bank accounts?

Yes *Note Private*

No

9. Have you paid any business expenses from personal funds?

Yes *Complete and send a Expenses Reimbursement Form and/or a Petty Cash Declaration if you paid by cash*

No

10. Have you opened a new account?

Yes *Send details of new account and copies of any statement or attach pdf copies*

No

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Declaration: I hereby instruct you to prepare my **GST** Return. I undertake to supply all information necessary to carry out such services, and 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 **GST** Return or in the fulfilling of any statutory requirements. I accept that it is my responsibility to ensure that correct Tax Invoices are held for all expenses. I also accept that it is my responsibility to disclose to you all transactions and contracts entered into within each **GST** period and to disclose to you my total income for the **GST** period

- I declare that all the information in this return, including any schedules is true and correct
- I have included all my income for **GST** purposes, from sources connected with Australia for the period
- I have the necessary tax invoices, receipts and other records, necessary to support my claims for deductions & rebates

Signature.....	Date/...../....
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