

# *GST* Survival Kit

## *GST* Questionnaire for BNotes

Name \_\_\_\_\_

*GST* 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     [ X ] select the "Tax Invoice Available" boxes  
 No    *write NO Tax Invoice Held in the "Notes" area*
3. have you paid any private expenses from the business bank accounts?  
 No     Yes    *write Private in the "Notes" area*
4. have you banked any money that did not come from taxable supplies (eg loans or private deposits)?  
 No     Yes    *write Private or NO GST in the "Notes" area*
5. have you paid any fees, goods or suppliers without a GST "charge"?  
 No     Yes    *write NO GST in the "Notes" area*
6. have you paid any invoice that includes both GST supplies and GST Free supplies?  
 No     Yes    *write the GST amount in the "Notes" area*
7. have you, or anyone associated with you, paid any business accounts from personal funds?  
 No     Yes    *complete an Expense Reimbursement Declaration*
8. have you bought or sold any assets (including second hand) during this period?  
 No     Yes    *attach a copy of all contracts and invoices*
9. have you signed any hire purchase or lease agreements this period?  
 No     Yes    *attach a copy of all contracts*
10. have you paid any legal expenses or borrowed money during this period?  
 No     Yes    *attach a copy of the invoices*
11. have you paid any business expenses by Credit Card?  
 No     Yes    *complete a Credit Card Declaration and dissect each payment in BNotes with the correct GST amounts*
12. have you signed and filed (with your records) last months Expense Declaration Form?  
 Yes     No    *sign and file it today*
13. have you or anyone associated with you received goods or services from you at less than full price?  
 No     Yes    *how much?* \$ \_\_\_\_\_

# GST Survival Kit

## The GST Questionnaire for BNotes

**Name**  
**GST Return**

14. do you or anyone associated with you use any business assets for private use?  
 **No**     **Yes**    *how much? %* \_\_\_\_\_
15. have you completed a log book for your motor vehicle and signed a telephone declaration?  
 **Yes**     **No**    *vehicle use %* \_\_\_\_\_ *telephone use %* \_\_\_\_\_
16. have you paid employees and have you deducted PAYG withholding tax from payments to them?  
 **No**     **Yes**    *how much gross wages? \$* \_\_\_\_\_ *PAYGw \$* \_\_\_\_\_
17. are you making voluntary or estimated PAYG withholding tax payments for yourself?  
 **No**     **Yes**    *how much? \$* \_\_\_\_\_
18. did you have any unbanked money on the last day of this period?  
 **No**     **Yes**    *how much? \$* \_\_\_\_\_
19. have you closed an existing Banklink account and opened a new one?  
 **No**     **Yes**    *send in any statements you have received*
20. have you filed all bank statements, tax invoices, and **GST** reports so that they can be properly and conveniently audited?  
 **Yes**     **No**    *file them today*

**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

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

Signature.....

Date ...../...../.....