

CLIENT CODE:	
STAFF:	
DATE:	

## INFORMATION COLLECTION FOR BUSINESS REGISTRATION

1. Do they need an ABN?             Yes       No

2. Do they need a TFN?            Yes       No

(if the company is only acting as a trustee of a trust, they only need an ABN)

3. What date do they want to start trading? \_\_\_\_\_

4. What is their business activity? \_\_\_\_\_

\_\_\_\_\_

### GST Registration

5. Do they need to be registered for GST?             Yes    No

If no, progress to Q16. If yes;

6. What is their turnover?  \$0 - \$75,000 (if yes, they do not need to register for GST but they can apply for voluntary GST registration)

\$75,000 - \$100,000    \$100,000 - \$1,000,000    \$1,000,001 - \$19,999,999    \$20,000,000+

7. What reporting basis?                             Cash                             Accruals

8. How often will you lodge activity statements?             Monthly       Quarterly       Annually

### PAYG Withholding Registration

9. Do they need to be registered for PAYG?             Yes    No

If no, progress to related entities section. If yes;

10. How many employees? \_\_\_\_\_      11. Amount to be withheld annually? \$ \_\_\_\_\_