

CLIENT CODE:	
STAFF:	
DATE:	

INFORMATION COLLECTION FOR TRUST FORMATION

1. Proposed Name of Trust: _____

2. Is the trust going to be trading under this Trust name?

No Yes

Trustee details

3. How many trustees will there be? _____

4. Trustee 1 a) Full Name: _____

b) Address: _____

c) TFN (optional) _____

If the trustee is a company:

d) ACN: _____

e) Name of Authorised Rep _____

f) Is the Authorised Rep: Director Secretary

g) Does the Trustee have a sole director? Yes No

5. Trustee 2 a) Full Name: _____

b) Address: _____

c) TFN (optional) _____

If the trustee is a company:

d) ACN: _____

e) Name of Authorised Rep _____

f) Is the Authorised Rep: Director Secretary

g) Does the Trustee have a sole director? Yes No

Beneficiary/ies

6. How many beneficiaries will there be? _____

a) Are any of the beneficiaries a company? No Yes

If yes, provide the following details under the beneficiary details

- ACN

- Name of Authorised Rep,

- Answer yes or no; is the Authorised Rep i) a Director, ii) Secretary?

7. Beneficiary 1 a) Full Name: _____

b) Address: _____

8. Beneficiary 2 a) Full Name: _____

b) Address: _____

9. Beneficiary 3 a) Full Name: _____

b) Address: _____

10. Beneficiary 4 a) Full Name: _____

b) Address: _____

Business Registration

11. Is an ABN required? Yes No

12. Is a TFN required? Yes No

13. What date is the trust going to start trading? _____

14. What is the business activity? _____

GST Registration

15. Is GST registration required? Yes No

If no, progress to Q19. If yes;

16. What is their turnover? \$0 - \$75,000 (if yes, it is not compulsory to be registered for GST but the trust can apply for voluntary GST registration)

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

17. What reporting basis? Cash Accruals

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

PAYG Withholding Registration

19. Do they need to be registered for PAYG? Yes No (If no, there are no more questions)

If yes;

20. How many employees? _____ 21. Amount to be withheld annually? \$ _____

21. We recommend that you have the Trust Deed stamped by the Office of State Revenue – the cost of this is \$202.00 (\$200 to stamp original and \$2 to stamp a copy of the deed). You can do this yourself at the OSR by taking it in person to: Level 3, 55 Hunter Street, Sydney. Or you can post the Deeds to PO Box 4042, Sydney NSW 2001 – together with a cheque for \$202.00

Please note our office can arrange for the Trust Deeds to be stamped for an extra fee of \$100 + the \$202.00 for the stamping of the deeds.

Arrange for stamping of Trust Deeds yourself

DBC to arrange for stamping of Trust Deeds

EXTRA BENEFICIARIES

Beneficiary 5 a) Full Name: _____
b) Address: _____

Beneficiary 6 a) Full Name: _____
b) Address: _____

Beneficiary 7 a) Full Name: _____
b) Address: _____

Beneficiary 8 a) Full Name: _____
b) Address: _____

