

2016 Client Information Sheet



*Servicing the North
Right up to the Cape*

Surname		Christian Names		Date of birth	Occupation
Phone		Postal address			
Fax		Street address			
Mobile		Email address			
Do you have a partner?		Yes / No	Partner's name:		
Partners Taxable income?					
Were you and your partner living together for the whole year? Yes / No					
If not full year, show dates actually living together/...../..... To/...../.....					
Are you a sole parent?		Yes / No	Show dates you were a sole parent/...../..... To/...../.....		
Who claims the children - you?		Yes / No	or claimed by your partner		Yes / No
List dependant children living with you					
SURNAME	CHRISTIAN NAMES	Date of Birth	School	List dates if not full year	
FEES: Do you wish to have our lodgement fee deducted from your refund?				YES / NO	
If YES, do you have a Centrelink Debt or do you owe Child Support?				YES / NO	
TAX REFUND: Do you want your refund paid via eft to your bank account?				YES / NO	
BSB	Account	Account name			

CLIENT AUTHORITY

I authorise Cape York Accounting Westcourt to prepare and lodge my tax returns using information supplied by me. This document also authorises Cape York Accounting Westcourt to seek all information concerning any payments made to me by my employers or government agencies, and to have this information sent directly to them, so that Cape York Accounting Westcourt has all of the information necessary to complete my tax returns. Where my return is prepared and/or lodged, I understand accounting fees have been incurred in this preparation, and I undertake to pay those fees. If my fees remain unpaid beyond acceptable business trading terms of 30 days, I agree to pay any reasonable debt collection fees incurred in debt recovery action, in addition to interest at the market rate on all unpaid fees from the date incurred until paid in full

I have enclosed PAYG Summaries from all employers for whom I worked during the year.

Signature

**Please return to Cape York Accounting Westcourt
P O Box 41W, Westcourt Qld 4870 or Fax to 4031 1891
or scan and email to admin@capeyorkaccounting.com**