

Accountants Letter

CERTIFICATE FOR COMPLETION BY ACCOUNTANTS

Client's Name			
Client's Business Address			
Trading Name		ABN	
Period for which we have prepared accounts	From		To
Years for which tax returns have been lodged			
Are the accounts audited?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes by who?

Gross Taxable Income and any non cash deductions

	Gross Taxable Income	Non Cash Deductions (e.g. depreciation)	Year
\$		\$	

Principal source(s) of income

Other information you wish to provide (eg reference at client's character or strength of income source);

We make no comment on the client's ability to make repayments under any loan. We have prepared the accounts based on information provided by the client. We have no reason to doubt that the accounts disclose a fair picture of the client's affairs.

We have prepared this report in good faith, but we accept no liability for it.

I am a member of

<input type="checkbox"/> CPA Australia	<input type="checkbox"/> Chartered Accountants Australia and New Zealand
<input type="checkbox"/> Institute of Public Accountants	<input type="checkbox"/> Other <input type="text"/>

Registration no.			
Print Name		Signature	
Date			
Firm Name			
Address			
Email		Phone Number	

Accountants Letter - 'How to'

This is the applicant individual name or company name.
e.g. John Smith or ABC Pty Ltd

This is the trading name that the business uses for its operations. The trading name will need to match the trading name on the income declaration that has been provided.
e.g. John Smith Plumbing Services

Period in which you have been their accountant and prepared their financial statements.

In some instances financial statements are independently audited by auditors.

Gross Taxable Income equals gross profit minus all expenses except tax.

This is the principle source of revenue a business generates from sales of goods or services or a combination of both.
Revenue derived from the sale of goods (e.g. furniture).

Note – As a minimum requirement the accountant must have been appointed to the client for a minimum of 12 months and have knowledge of their last 12 months earnings.

peppermoney

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\$		\$	
		Year	
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This is the trading address of the applicant. If the applicant does not trade from a permanent site then this can be the home address.
e.g. 146 Arthur Street North Sydney

The Australian Business Number (ABN) provided must be registered under the applicants 'Trading Name'.

Year(s) in which accountants were actively involved in the lodgement of Tax Returns with the ATO for the Trading entity.

A non cash deduction is an entry on an income statement or cash flow statement correlating to expenses that are accounting entries rather than actual movements of cash.

Depreciation is the most common example of non cash deductions.

This refers to the Tax Year applicant (not calendar year).

Any commentary about the client's character, long term strength of the principle source of income or non-recurring expenses.