

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?

Yes

No

If yes by who?

Net Profit (after expenses and before tax)

\$

Year

Directors fee or wages paid to our client from this business (annual)

\$

Non Cash Deductions

\$

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

CPA Australia

Chartered Accountants Australia and New Zealand

Institute of Public Accountants

Other

Tax Practitioner Board 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.

Taxable income after expenses.

Any fees or wages paid to client as a Director

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

Accountants Letter

CERTIFICATE FOR COMPLETION BY ACCOUNTANTS

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|---|--|-------------------------------------|---------------------------|
| Client's Name | <input type="text"/> | | |
| Client's Business Address | <input type="text"/> | | |
| Trading Name | <input type="text"/> | ABN | <input type="text"/> |
| Period for which we have prepared accounts | From | <input type="text"/> | To <input type="text"/> |
| Years for which tax returns have been lodged | <input type="text"/> | | |
| Are the accounts audited? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes by who? <input type="text"/> | |
| Net Profit (after expenses and before tax) | \$ | <input type="text"/> | Year <input type="text"/> |
| Directors fee or wages paid to our client from this business (annual) | \$ | <input type="text"/> | |
| Non Cash Deductions | \$ | <input type="text"/> | |
| Principal source(s) of income | <input type="text"/> | | |
| Other information you wish to provide (eg reference at client's character or strength of income source): | | | |
| <input type="text"/> | | | |
| <p>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.</p> <p>We have prepared this report in good faith, but we accept no liability for it.</p> <p>I am a member of</p> <p><input type="checkbox"/> CPA Australia <input type="checkbox"/> Chartered Accountants Australia and New Zealand</p> <p><input type="checkbox"/> Institute of Public Accountants <input type="checkbox"/> Other <input type="text"/></p> <p>Tax Practitioner Board Registration No. <input type="text"/></p> <p>Print Name <input type="text"/> Signature <input type="text"/></p> <p>Date <input type="text"/></p> <p>Firm Name <input type="text"/></p> <p>Address <input type="text"/></p> <p>Email <input type="text"/> Phone Number <input type="text"/></p> | | | |

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.

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

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.

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