

Request for Information to prepare BAS

Quarter ended	Proadvice Information Due Date	ATO Agent Lodgement Due Date
30 September 2018	31 October 2018	26 November 2018
31 December 2018	31 January 2019	28 February 2019
31 March 2019	30 April 2019	27 May 2019
30 June 2019	31 July 2019	26 August 2019

As we close out another BAS quarter we request that you please review and action the following checklist no later than our **Information Due Date** as advised above:

- **Fully reconcile your bank accounts** (if you code your own data)
- Forward the following documentation to our office if applicable to you this quarter
 - **Bank Statement showing the closing balance at the end of the quarter**
 - **Purchase contracts for any assets purchased**
 - **Finance contracts for any assets financed**
 - **Total litres of eligible fuel purchases**
 - **Gross wages and tax withheld for employees or details required for us to process**

Your prompt attention to this request will enable us to complete your BAS and forward to you for signing prior to the ATO lodgement date and help you to **avoid a late lodgement penalty**.

Please note a BAS is required to be lodged even if there have been no taxable supplies or if the net amount of GST due is Nil. In this instance, a nil BAS will need to be prepared, signed and lodged.

If you have any further queries please contact your client manager directly or phone our office on 03 5241 3888.

Sincerely

Proadvice Pty Ltd