

BAS Questionnaire

Client Name:

Online Accounting Software:

MYOB (Desktop) *if so, please provide backup*

Username:

Password:

MYOB (Online) – *please ensure*
workflow@mckinleypLOWman.com.au *has been invited*
as a user

Xero – *please ensure*
workflow@mckinleypLOWman.com.au *has been invited*
as a user

Quickbooks (online) – *please ensure*
workflow@mckinleypLOWman.com.au *has been invited*
as a user

Once you have filled in the questionnaire and attached any relevant documents, please email it back to clientcare@mckinleypLOWman.com.au.

Please ensure you have enclosed the following to ensure we have all the necessary documentation to prepare your BAS:

Business bank, loan and/or credit card statements

Copies of any asset purchases

Copies of any insurance invoices

Copies of any motor vehicle registrations

Copies of any loans or hire purchase documents

Number of litres of fuel if eligible to claim Fuel Tax Credits

Other: