



## Employment checklist

[Tax File Number declaration](#)

[Superannuation Choice Form](#)

Contract of Employment or Award signed off

[Fair Work Information Statement](#)

Employee Information Form including:

- Name
- Date of birth
- Address
- Bank details
- Emergency contact

Have you got any working holidaymakers working for you? If yes, make sure you're withholding the correct amount of tax (click [here](#) to check)

Do you pay allowances to employees? If yes, check your PAYG obligations for those [here](#)

Are you in the Building and Construction Industry and do you pay subcontractors? If you need assistance with your Taxable Payments Annual Report (TPAR), get in touch with us on 9301 2200 or visit [www.mckinleyplowman.com.au](http://www.mckinleyplowman.com.au).