

IMPORTANT NOTIFICATION

Notification on guidelines when forwarding information for preparation of business activity statements (BAS) and instalment activity statements (IAS)

As you are well aware BAS time comes along all too quickly!

Whilst we greatly appreciate the assistance of those clients who provide their information and lodgement declaration well in advance, we still have a considerable list of clients that have to be reminded to send in their information.

On the last day of lodgement we are frantically completing, preparing and forwarding BAS and IAS Statements that have to be prepared at the last minute and at the same time attempting to remind our clients that it is the last day for lodgement. Consequently our resources are extremely stretched at this time.

Ideally, we would like to avoid this hectic period every quarter and therefore are appealing to our clients to adopt a few guidelines as follows:-

- **Those clients who utilise our Banklink system will still be sent the usual fax or email by Fraser seeking further information for their particular BAS or IAS.**
- We will do **1 reminder** requesting that your information be sent to us and we cannot accept any liability for late lodgement of your BAS or IAS and any fines or penalties that may arise.
- Please also be aware that if you have a separate **PAYG Instalment (or it appears on your BAS)** and you wish to vary it, the IAS/BAS **MUST be lodged by the due date** as ATO will not accept any variations that are lodged after the due date. Consequently, it is in your best interests to lodge on time.
- **We will no longer be reminding clients on the last day for lodgement.**

In view of the above, we suggest that you:

- **make a calendar recurring reminder to forward your information to us at least 2 weeks prior to the lodgement date**
- **another reminder on the due date for lodgement of your BAS/IAS to ensure we receive your signed ELS Declaration by the last day of lodgement.**

We are also aware that there may be occasions when medical or personal circumstances may occur that make it difficult to make the ATO deadline. In such cases, please advise us and we will be happy to request an extension from the ATO on your behalf.

We trust that the implementation of these guidelines will assist us all in a relatively smooth process each quarter with minimum late lodgement penalties or fines.

If you have any queries regarding this notification, please do not hesitate to contact our office.