10 quick questions to help us help you

In order to deliver annual jobs to you in a timely manner we ask you to provide us with as much information up front to ensure we have the information we need to complete the job.

NOTE

- When the information and the supporting documents are inaccurate or incomplete we need to raise queries via Job Tracker.
- When we raise a query in Job Tracker we will stop work on your job, and start again when the query is responded to.

Please print in CAPITAL LETTERS and place a cross X in any applicable boxes.

Q 1

Client details

What are the details for this client?

Fund name

Your reference / client code

Q 2

Period details

What period would you like us to prepare accounts for?

Accounts for financial year 30 06 __ __ or the period from __ __ __ __ __ __ to __ __ __ __ __ __

Q 3

Set up details

How do you want the fund to be set up?

- ☐ Use the file Multiport prepared last year
- ☐ We've provided a BGL Simple fund backup file
- ☐ Set up the fund in BGL

Please provide

- ☐ Member statements
- ☐ Financial statements
- ☐ Tax returns
- ☐ CGT history

10 quick questions to help us help you

continued

Raise task at point of reconciliation

☐ Please tick if your accountant will need to respond to these four questions.

If you have ticked this box please continue to question 8

Q 4

New pensions

Has a new pension been commenced?

☐ Yes ☐ No

If yes, please provide details e.g. member name(s), commencement date(s), purchase price(s), transition to retirement, type of pension, and tax free percentage, any other relevant information:

Q 5

Current pensions

Is there a defined benefit pension for this fund?

☐ Yes ☐ No

If yes, please provide benefit details, which account, date and amount:

Q 6

Lump sum details

Have lump sum benefits been paid?

☐ Yes ☐ No

If yes, please provide details of member, date and amount:

Q 7

Contribution details

Have contributions been identified and allocated using narrations on the bank statement?

☐ Yes ☐ No

Please provide information or any rules you would like us to use, e.g. who to allocate contributions to, whether it is employer or member and if it is concessional or non-concessional

10 quick questions to help us help you

continued

Q 8

Rollovers

Have there been rollovers during the year? ☐ Yes ☐ No ☐ Don't know

If yes, please provide details:

Q 9

Audit details

Would you like Multiport to arrange an audit for this fund? ☐ Yes ☐ No

If yes, please provide details:

Q 10

Other details

Is there other information you want to provide us on this fund? ☐ Yes ☐ No