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| **CLIENT DETAILS** |  |
| BUSINESS NAME: |  |
| BUSINESS OWNER NAME/S: |  |
| MAIN CONTACT PERSON: |  |
| DATE REVIEWED: |  |
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| **GENERAL PAYROLL REVIEW** |  |
| NUMBER OF EMPLOYEES: |  |
| EMPLOYEE DETAILS FORM HELD: |  |
| WORKERS COMPENSATION INSURANCE EXPIRY: |  |
| SUPER CHOICE FORM HELD: |  |
| TFN DECLARATION HELD: |  |
| FAIR WORK INFORMATION STATEMENT PROVIDED: |  |
| AWARD OR AGREEMENT: |  |
| EMPLOYEE RECORDS COMPLETE: |  |
| EMPLOYEE RECORDS SECURE: |  |
| CONTRACTORS: |  |
| FRINGE BENEFITS PROVIDED: |  |
| DIRECTOR PAYMENTS: |  |
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| **PAYROLL SOFTWARE** |  |
| EMPLOYEE DETAILS COMPLETE: |  |
| PAYROLL CATEGORIES USED:  ORDINARY EARNINGS  LOADINGS/PENALTIES  ALLOWANCES  DEDUCTIONS  SALARY SACRIFICE  AWARD PAYMENTS |  |
| TIMESHEETS USED: |  |
| PAY CYCLE/S: |  |
| ENTITLEMENTS SETUP CORRECT: |  |
| ENTITLEMENT BALANCES CORRECT: |  |
| SUPER PROCESSED FROM SOFTWARE OR ATO SBSCH: |  |
| SUPERANNUATION CURRENT: |  |
| SUPER FOR CONTRACTORS: |  |
| VOLUNTARY WITHHOLDING FOR CONTRACTORS: |  |
| W1 AND W2 REPORTED ON BAS: |  |
| TERMINATION PAYMENTS CORRECT: |  |
| ETP PAYMENTS CORRECT: |  |
| EMPLOYEE PHONE APPS USED: |  |
| CHILD SUPPORT SETUP CORRECT: |  |
| PAID PARENTAL LEAVE SETUP CORRECT: |  |
| WAGES PAYABLE OR CLEARING ACCOUNT CORRECT: |  |
| PAYROLL RECONCILIATION COMPLETED: |  |
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| **PERMISSIONS** |  |
| EMAIL PAYSLIPS: |  |
| DISCUSS BASIC QUERIES WITH EMPLOYEES: |  |
| PROVIDE REPORTS TO EMPLOYEES: |  |
| FILE STP: |  |
| ANNUAL STP DECLARATION REQUIRED: |  |
|  |  |
| **OTHER** |  |
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