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Bookkeepers helping Bookkeepers helping Business

July 2016

News, views and things you need to know.



Welcome to ICB's July 2016 Newsletter for Bookkeepers.

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Important News for You

- How Secure is Your Email?

Best Practice Bookkeeping

- Novated Lease
- Bookkeeping for TPAR
- Employment Status

Continued Professional Education

- ICB Technical Webinar - Taxable Payments Annual Report Review
- ICB Technical Webinar - BAS Agent Portal Review

Other Things Happening in the World

- Conversation Starters: How to Approach Those Employers Doing 'Interesting' Things

From the ICB

- July 2016 eBrief, Customisable Newsletter for your Clients

Products and Solutions

- Cyber Security with Secure ISS

ATO Tax Tables Updates from 1 July 2016

There is a Limited Number of Tax Tables that have Changed

Anybody with a HELP / SSL / TSL / SFSS component to their deductions will have their tax revised.



Australian Government
Australian Taxation Office

Superannuation lump sum payments also have new tax tables.

Lump sum D threshold (for tax free termination payments) and ETP caps have been updated.

Until the election and the budget is confirmed or changed, the other tables haven't changed.

Why do we Care?

Check your direct debits of payroll!

Many employers have their salaried employees arranged on a automatically repeating direct debit from the bank. If their net pay should now change, it's good to get ahead of it rather than try to fix it up later.

Whether you have to implement the change or the software does it for you, it may be that you **have** to note changes to payment arrangements.

Also note that the minimum wage has altered, meaning anyone on Award level payments needs their net pay reviewed. To our knowledge no software is automatically altering the wages for the change in the minimum wage.

Software Companies

Browser based software of MYOB Essentials, Xero, Reckon One, QBO, Sage One will do their own upgrading of the tables.

For software requiring you to upload the change refer below:

- [MYOB Account Right](#)
- [Reckon](#)

Related References

- [ICB - Termination Pays 2016-2017](#)
- [ICB - Minimum Wage Increase 1 July 2016](#)
- [ATO - Tax Tables from 1 July 2016](#)

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Advise Your Clients about Current Scams

Protect Your Money - Crooks are Pretending to be the Tax Office

Every year scams cost Australians millions of dollars and cause considerable damage. Scams target people of all backgrounds, ages, income levels and **small business** is no exception.

Scams come in all shapes and sizes. Small Business is targeted by scams, misinformation and offers that seem too good to refuse.

Scam #1: Quote from recent phone call "The Federal Police are on their way with a warrant to place you under arrest unless you pay your outstanding debt to me right now".

Scam #2: Pensioner convinced to pay off his 'ATO debt' using iTunes cards, loses over \$50k over 12 months.

Scam #3: Email demanding immediate payment of your tax debt - "Click here to pay".

and there are many more.....

Message to Your Clients

If you are being approached to pay an ATO debt, (or anything else for that matter), please check with your Certified Bookkeeper or your Accountant first. The ATO does not demand instant payment in the above manners.

The ATO gives some tips for dealing with scams involving the ATO either claiming you owe money or asking for personal details for a tax refund.

What to do if you think it is a scam?

You need to check it out. If you get a phone call, ask the caller for:

- their full name and extension number
- their team leader's full name and extension number.

Call the ATO on 1800 008 540 to verify that the caller is from the ATO.

If you receive an email or SMS, do not open any attachments or hyperlinks. You can report the email by forwarding the whole email to the ATO at "report email fraud". You should then delete the email or SMS.

You can also call the ATO on 1800 008 540 to report the email or SMS.

Australian Competition Consumer Commission: 'The Little Black Book of Scams'

Scammers take advantage of the busy nature of many small businesses to swindle them. Scammers are especially likely to strike at the end of the financial year, so beware.

Scams targeting small businesses come in all sorts of guises, they can include:

1. **False Billing Scam.** Scammers issue fake bills for unwanted or unauthorised listings, advertisements, products or services.

Send your Clients the "Special" July ICB eBrief to Advise them Before they get Caught

Click here to download your copy of the Special July 2016 eBrief for your business.

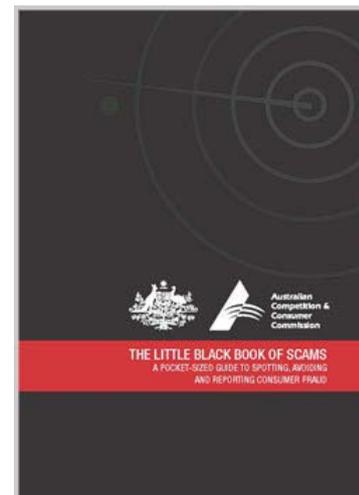


Back issues of the ICB Client eBrief's for your business are available to view here.

2. **Business Directory Scam.** Scammers trick you to sign up by disguising the offer as an outstanding invoice or a free entry, but with a hidden subscription agreement in the fine print.
3. **Domain Name Scam.** Scammers deceive you into signing up for an unsolicited internet domain registration, similar to your own or send a fake renewal notice and you pay without checking
4. **Office Supply Scam.** This involves you receiving and being charged for products you didn't order. Scammers call your business pretending that a service or product has been ordered

How do you Protect Yourself and your Business?

- Effective management procedures can go a long way towards preventing scams - have a clearly defined process for verifying and paying accounts and invoices. E.g., having two levels of authorisation can be a simple protection procedure, easily implemented.
- Never provide your business' banking, financial and accounting details to someone that contacts you unexpectedly and that you don't know and trust.
- Don't agree to offers or deals straight away - always ask for an offer in writing and seek independent advice if the deal involves money, time or a long-term commitment.



Watch out for Scam and Fake Gift Card Offers

The Australian Competition and Consumer Commission is warning the public to be alert to scams offering fake gift cards or vouchers in return for disclosing credit card and other personal information.

“This year, the ACCC’s Scamwatch has received 1,175 complaints about fake surveys, emails and social media posts misusing the names and logos of big retailers such as JB Hi-Fi, Bunnings, Coles and Woolworths, with \$2,600 in total reported lost. These losses are the tip of the iceberg as the scammer’s target is your personal information to help them scam you again in the future,” ACCC Deputy Chair Delia Rickard said.

“Scammers use fake gift card promotions to trick consumers into handing over their personal information such as banking details or passwords, which are later used to steal your money or your identity, or to on-sell to other scammers.”

“Protect your personal information by verifying whether an offer is legitimate by checking if it is listed on the retailers’ official website or by calling the retailers’ official customer service line.”

Protect Yourself

- Be alert to unsolicited offers
- Verify the offer
- Avoid clicking links
- Take your time
- Consider your privacy
- Report

You can report scams to the ACCC via the Scamwatch report a scam page or by calling 1300 795 995.

References

- [ICB - July 2016 'Special' eBrief - Protect Your Money \(PDF\)](#)
- [ICB - eBriefs, Electronic Newsletters for your Client / Business](#)
- [ACCC - The Little Black Book of Scams](#)
- [ATO - Is it a Scam?](#)

Are you being Hoodwinked into Contracted Advice Services?

Mislead, Hoodwinked, Deceived and Generally Misinformed About your Need for Specialist Advice?

Hoodwinked: to conceal one's true motives from another, especially by elaborately feigning good intentions so as to gain an end.

Misinformation is another issue for Small Business. How do I get not only good advice from the correct organisations, but pay a reasonable fee for that advice?

HR and HR Insurance are two areas which have dramatic consequences in receiving, and acting upon, inappropriate advice.

Unfortunately we have received a number of complaints about the sales of HR advice and HR insurance. HR is an area which any employer may suffer dramatic consequences if you are not complying, but also, we are very concerned about how some businesses are being bullied into a service and then they are receiving and acting upon potentially inappropriate advice.

We have had reported instances, such as:

Quote: "The consultant who was selling us the service was really pushy and knew that my bookkeeper was on the way. They said that we didn't need to involve the bookkeeper and we would be fined many tens of thousands of dollars because of what we were doing. Once the bookkeeper arrived the person totally changed tactics and stopped the pressure to sign."

If you make a decision under pressure, the outcome is rarely good. No matter how attractive the offer or how insistent the salesperson, you should never agree to anything on the spot.

Let's Start with Human Resources (HR)

The reality is that the [FairWork Act 2009](#), (including the [National Employment Standards - NES](#)), and Modern Awards, are a complex minefield of rules and regulations. And getting it wrong can cost you thousands of dollars in back payments and penalties.

Before you sign any contracts please ask these questions:

1. Is the service built for Australian employers?

Australia has the world's most complex employment laws! A system that works well in the UK, Canada, or even NZ will be of little benefit here in Australia, unless the content has been specifically tailored to take account of the Fair Work laws and Australia's unique system of Modern Awards.

2. Will you be locked in for years?

A minimum 12 month subscription term is to be expected, but contracts which will bind you for between three and five years are, quite disturbingly, becoming more and more common. Before you subscribe to any service, make sure you confirm how long you will be locked in to paying subscription fees. If it's any more than 12 months, think again.

3. Is the service reasonably priced?

We all know that 'legal advice' is usually incredibly expensive. Indeed, this is one of the reasons why subscribing to the services offered by a professional HR and employment relations firms, (as opposed to law firms), makes such good sense. So it's therefore very important to double check the charges for your preferred HR service before you sign on the dotted line. Any service that's priced at more than \$3,000 per year should be considerable cause for concern. At the end of the day, the HR service is meant to help - not hinder - small business, so anything costing many thousands of dollars per year is probably best avoided.

4. Can you obtain written advice?

Make sure the service you select allows you to obtain unlimited answers and make sure the advice is provided in writing too, otherwise you'll become liable when you 'reinterpret' the advice you were given over the phone!

5. Who owns the service?

We're used to buying products without thinking too long or hard about who owns the brand, but when it comes to HR services, this is a very important consideration. Make sure you choose a service that understands small businesses, and one that provides clear, practical and plain english answers. There's little point in obtaining advice if it's all written in 'legalese', or is no more useful than the free 'advice' published on the FairWork Ombudsman website.

Make Sure you Know Who you are Receiving Advice From

Example: You need advice on an employee matter, so you ring FairWork. Immediately be wary if you think you rang FairWork, (officially the FairWork Ombudsman), and all of a sudden you are being referred to an HR provider, that is "the" recommended HR advisor of the FairWork information service; you are **not** talking to the FairWork Ombudsman. You will probably be talking to someone from the FairWork Information Service (or similar) that is a **business name** and domain owned by a private HR firm that charges fees that we consider "Interesting". The real FairWork is actually a government website and department.

FairWork's real contact details are: www.fairwork.gov.au and 13 13 94 or you can submit an online enquiry with [FairWork here](#).

Combined HR and Insurance

There are companies offering a combination of HR and insurance services – we encourage you to apply the same questions above to them and any other HR service.

Seriously evaluate an insurance product that includes a **significant** amount of "Service Fee". We have seen cases where the insurance premium is \$1,250 and the service fee is over \$11,000 and the period is for 5 years. Paid either monthly or annually. No cancellation during the period and exorbitant cancellation notice periods.

Please refer any suggestions of entering an HR service contract to your professional advisors (certified bookkeeper, BAS agent, accountant, tax agent or financial advisor) before you enter the contract.

Insurance

Insurance is the kind of necessity that's difficult to appreciate when you're buying and paying for it. Oddly, you're glad if you never have to use it. The self-dependent nature of insurance is why you need to stay on your toes. The watchwords for this asset-protecting financial necessity are: Shop, shop, shop for the best price and the widest coverage.

Cooling-off Period

Please insist on a "cooling off period". While this may not be legally necessary, we question any service that does not allow for a cooling off period. We also question any contract that obliges you to be engaged for an extensive period of time. Small business needs can change rapidly.

From the ACCC in relation to contracts and agreements:

"While the Australian consumer law offers protections against unfair contract terms, it's important to always read contracts carefully before signing, keep copies and say 'no' if you feel pressured by a salesperson." [Full details from the ACCC are available here regarding contracts and agreements.](#)

If you invite the person to come and speak with you and then they talk you into a contract, (however "interesting" the terms of that contract maybe), that most likely means you do not have the privilege of the "unfair contracts" provisions and are unable to utilise the legal "cooling off" laws.

Finally, we encourage you to take advantage of the advisors around you. Your certified bookkeepers, BAS agents, accountants, tax agents and financial advisors want the best for your business, so talk to them before signing long-term commitments.

References

- [ICB - eBriefs, Electronic Newsletters for your Client / Business](#)
- [FairWork](#)
- [ACCC - Contracts and Agreements](#)
- [National Employment Standards - NES](#)
- [FairWork Act 2009](#)

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Best Practice Bookkeeping

Make up a Tax Invoice from Other Documents

Document Intended to be a Tax Invoice or Recipient Created Tax Invoice

Suppliers are required to issue tax invoices and recipients are required to hold these documents as proof of the validity of a GST claim and business expense.

However, there are some circumstances when a supplier's document may be treated as a tax invoice, even if it is not called a tax invoice and may not even have all the required information. It must be clear from the document that it was intended to be a tax invoice or recipient created tax invoice.

This requirement may be satisfied by including the words 'Tax Invoice'; 'GST Invoice'; 'Recipient Created Tax Invoice'; 'Tax Invoice Issued by the Recipient' or 'Recipient Created GST Invoice' in the heading of the document. A statement in the body of the document could also make the intention clear.

If it is unclear from the document that it was intended to be a tax invoice, the recipient may be able to treat the document as a tax invoice if the missing information can be ascertained from other documents given to the recipient by that supplier. These could be, for example, a product list, a business card or letterhead, an earlier invoice or an email from the supplier that show the relevant information such as tax inclusive price or ABN.

Tax Invoices for Supplies Which are not Taxable

A tax invoice cannot include words that indicate that the price of what is supplied is inclusive of GST if that supply is **not** in fact a taxable supply. However, a supplier may issue a document headed 'tax invoice' for a supply that is not a taxable supply if it clearly shows that the price does not include GST. For example, the supplier could include a statement on the document that the price of the supply does not include GST or show the GST as zero. Alternatively, the supplier could cross out the words 'Tax Invoice' or the word 'Tax'.

Identity of the Supplier or Recipient

A tax invoice must include information to establish the identity of the supplier, and the recipient where applicable. Information sufficient to identify the supplier or recipient includes, but is not limited to, the legal name of the entity or the registered business name.

Clearly Ascertained

What does it mean to be "clearly ascertained" that a document contains the required information for a tax invoice?



The ATO ruling GSTR 2013/1 requires that the particular information required for tax invoice purposes is able to be clearly ascertained from the information in the document. This means that the information does not have to be specifically stated or in a particular format. What **is** required is that the information can be found in the document or determined from information within the document. It further means that to be clearly ascertained, enough information must be present and it must be clear what the information represents. It is also allowed that related documents from the same supplier may be able to provide supplemental information to ascertain the tax invoice requirements.

Impact for Bookkeepers

1. If you have an invoice that isn't quite a tax invoice but you have additional documents that mean you have all the required information, then you do not need to obtain a specific tax invoice. You can still claim the Input Tax Credit (assuming you are allowed to) based on the document provided.
2. Some credit card statements and the like provide all the information you require to treat the statement as a tax invoice for each transaction.
3. There is still an underlying requirement to check that you are only claiming back GST on a taxable supply. Taxable supplies can only be provided by a supplier who is registered for GST. Unfortunately the ATO technical view is that you should check the status of your suppliers.
4. If you purchase items through an "electronic purchasing system" and that system issues documents that provide the normal "tax invoice" information and you are allowed to issue an RCTI then you don't need to issue an additional tax invoice.
5. RCTIs are only allowed to be issued by a limited range of entities.

Low Value Taxable Supplies

A supplier is not required to issue a tax invoice and a recipient can claim an input tax credit without a tax invoice if the value of the taxable supply is \$75 or less. For the purposes of the low-value threshold for tax invoices, where multiple taxable supplies are made in a single transaction, the threshold should be applied to the aggregate value of those taxable supplies.

Examples

The Commissioner has made determinations that in certain circumstances the Visa statements, MasterCard, Amex, CabCharge, OfficeWorks etc account holders can determine the tax invoice requirements have been met based on the information on the statements rather than for each individual transaction.

Income Tax

In the realm of income tax, a tax invoice is also not necessary; it comes down to proof of payment, (or proof of having incurred the expense for accrual), before a deduction is allowed.

Related References

- [ICB - GST Registration and Tax Invoice Checking](#)
- [ICB - Recipient Created Tax Invoices](#)
- [ATO - Issuing Tax Invoices](#)
- [ATO - Tax Invoices Ruling 2013/1](#)
- [ATO - Waiver of Tax Invoice Requirement](#)

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Client Correspondence in BAS Portal

The client communication list has been introduced to the BAS Agent portal recently.

Assuming agents have the correct level of authorisation, they will be able to access the Client Communication List.

You can search all clients or a specific client, you can also choose the time period to view (from 1 July 2008). The list also displays the method of communication: myGov (if client has linked their myGov account to the ATO), email, SMS or paper.

If you want to search for one client, you have to search by ABN. If you want to search all clients, the search parameter is 30 days maximum. If you don't happen to remember your client's ABN off the top of your head, you can first go to the client, and from there navigate to client communication. This will automatically fill the ABN field for that client.

System generated communications are displayed, but you will not necessarily see letters sent by ATO officers managing a particular issue, for example, an audit process.

BAS agents may receive an error message when trying to access the client communication menu item from the homepage or directory page when using the client's TFN. This is a known issue and a fix is scheduled for a later date. Agents can access the information they need by selecting 'Communication' in the menu, and entering the TFN in the 'Client TFN / ABN' field.

There was a known issue about downloading the list using IE10. This should now have been resolved. Agents are able to use IE11 or Firefox.

Practitioners should contact ATO via Online Services Help line if they experience problems with the Client Communication List.

Detailed help and screen shots area available at [Tax and BAS Agent Portal Help – How do I use the CCL](#).

Resources

- [ATO - Using the Tax Agent Portal, Client Communication List](#)

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2016-2017 Lodgement Program for BAS Agents

ATO Provide Lodgement Concessions for Agents

The ATO have released their 2016/17 lodgement concessions for BAS Agents. Unfortunately we do not believe they have understood that many Agents are lodging BAS, Payment Summary and other forms direct from Business Management Software. It is our expectation that the lodgement extensions **do** apply to BAS Agents who lodge via Business Management Software. That is, where our common software (MYOB, XERO, Reckon, Sage, Intuit QBO) either already has, (or soon will allow), these lodgements, they will be required to include the Agent details and the lodgement extension will apply.

ICB have written to the ATO to have this confirmed.

The published “due dates” for BAS etc will **not** show the Agent's extended dates. We note that some SBR/PLS software, (i.e. GovReports), now recalculates the due dates for you and displays the extended date. The portal will not show the agent's extended dates until after the BAS has been lodged.

The extensions apply if you lodge by: PLS, ECI or Portals. We expect SBR enabled Business Management Software to be included in the list. There are **no** extensions to monthly obligations, i.e. the due remains as the 21st regardless of who lodges.

The December monthly BAS is extended for everyone to the 21st February and there is no further extension for BAS Agents. (This only applies to “Small Business” which the ATO is currently defining as \$10m turnover threshold.

Quarterly Activity Statements receive a 2 week extension for electronic lodgement and an additional 2 weeks for lodging through an Agent. The December BAS is extended to the 28th February, regardless of who lodges.

The Payment Summary Annual Reports lodged by an Agent are required by the 30th September 2016. (The 14th August is for large business and if there is **no** Agent involved).

TPAR lodgement is due by 28 August 2016.

Further Information

- [ATO - BAS Agents Lodgment Program](#)
- [ATO - PAYG Payment Summary Report](#)



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Authorisations and Declarations are Required

We continue to receive enquiries about whether declarations are really required for every lodgement a BAS agent makes with the ATO.

The answer is **Yes!**

We also hear the comment that taxpayers or accountants **don't** have to make or keep declarations for every form they lodge, (or that you lodge on their behalf), with the ATO.

The comment is **Wrong!**

We also hear and observe that software is **not** requiring you to obtain declarations as part of their process or part of lodging with the ATO.

The software has got it **Wrong!**

Requirements

Each time you lodge an approved form on behalf of your clients, the law requires you to have first received a signed declaration in writing from your client. This includes all approved forms such as activity statements, TFN declarations and payment summaries.



The client declaration must state both that:

- they have authorised you to lodge the document
- the information is true and correct.

Your client can chose to provide this declaration by email, fax or in paper form. Digital signatures are also now acceptable.

The Tax Practitioner Board's BAS Agent Code of Conduct outlines the requirements to apply tax laws correctly. This applies not only to the transactions within the software, but to the statement you are making and lodging with the Commissioner of Taxation.

The Code of Conduct also states that you must also act "lawfully and in the best interests of your client". You must inform them of the need to authorise every lodgement.

This means that even if it is inconvenient to both you and the client, you must nevertheless abide by the requirement to get an authorised declaration for every lodgement.

Example - Authority to Lodge EMPDUPE

This authorisation is a specific statement of intent and delegation to the extent and limits stated herein.

Entity Name:

ABN:

Entity's Declaration

I declare that:

- The information provided to the BAS Agent for the preparation of the Payment Summary Annual Report EMPDUPE file is true and correct
- To the best of my knowledge, all relevant information has been provided to the BAS Agent
- A copy of relevant reports have been reviewed and approved by myself
- I am authorised to make this declaration

I authorise the BAS Agent to give this Payment Summary Annual Report to the Commissioner of Taxation.

Signed _____ Name: _____
Capacity: (Self / Director / CEO / Partner) Date: ___/___/___

BAS Agent Details

I declare that:

- I have provided the authorised contact of the entity with relevant reports for review
- I have prepared this Payment Summary Annual Report EMPDUPE file in accordance with the information supplied by the entity
- I have received a declaration made by the entity that the information provided to me for the preparation of this report is true and correct
- I am authorised by the entity to give the information in this report to the Commissioner.

Signed _____ Name: _____
Capacity: (Self / Director / CEO / Partner) Date: ___/___/___

BAS Agent Name (Company or trading name): _____

BAS Agent Number: _____ Contact Name: _____

Contact Phone Number: _____

Forms Requiring Specific Authorisation

- Authority to add a client to the BAS agent portal
- All activity statements: monthly, quarterly and annual
- Payment summary annual report
- Taxable payments annual report
- Superannuation guarantee charge statement
- TFN declarations

From the **Taxation Administration Act 1953**

Section 288-30 Penalty for Failure to Retain or Produce Declarations

You are liable to an administrative penalty of 20 penalty units if:

(a) a provision of a *taxation law requires you to retain or produce a declaration you made about an agent giving an *approved form to the Commissioner on your behalf; and

(b) you do not retain or produce that declaration in the manner required by that law.

Lodgement declarations must be kept for **five years** from the time of lodgement.

What About Bulk Declarations?

The answer is **No!**

It is not acceptable to issue a bulk declaration in any form. By law, each lodgement requires a declaration and authorisation at the time of lodgement. Therefore, you cannot get a declaration in advance for an entire year to cover all expected lodgements.

Transactions on Behalf of the Business

When you are performing transactions on behalf of a business, such as issuing invoices, making payments, paying employees, paying superannuation and so on, you should also obtain specific authorisation from the appropriate person in the business.



You should have an agreement in place with the business owner that specifies these tasks and the authorisation process and the time frame. For this type of agreement with the client, it is acceptable that this covers a particular time period, for example, the whole financial year. This would then be reviewed each year to assess whether the process has changed or needs to change, or whether other authorisations need to be included.

References

- [ICB - BAS Agent Authority Templates](#)
- [ICB - Authority to Make Payments Template](#)
- [ICB - BAS Agent Code of Conduct](#)
- [ICB - Tax Laws Applied Correctly](#)
- [Taxation Administration Act 1953](#)
- [ATO - Client Declarations and Lodgement Online](#)

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Checking ABNs when the ABR is Wrong

The law states that every business making a payment must check the validity of their suppliers. They must check that:

1. Suppliers have provided an ABN and that it is a valid ABN and it belongs to them.
2. Check that the supplier is allowed to charge GST.
3. You must obtain a valid tax invoice from suppliers.



If your supplier used an invalid ABN or is not registered for GST but they have charged it, and you pay it to that supplier then the ATO position, based on the law, is that you are **not** allowed to claim back that GST from the ATO.

There are increasing reports of the ATO conducting reviews of businesses in the areas of supplier registration and validity of GST claims. Therefore, the business owner needs to understand that these are matters that should not be ignored and will be reviewed in an audit, with potential penalties applied by the ATO if GST is incorrectly claimed when the business owner knew it shouldn't have been claimed.

ABN Lookup

As of February 2015, the Government have declared that the [ABN Lookup Tool](#) can now be relied upon.

The Commissioner of Taxation has advised that:

If you primarily rely on information about another entity in ABN lookup to self-assess your taxation liabilities or entitlements, and that information turns out to be incorrect:

- The Commissioner will not take compliance action to recover any tax shortfall
- You will also be protected against any false or misleading statement penalty and any interest charges.



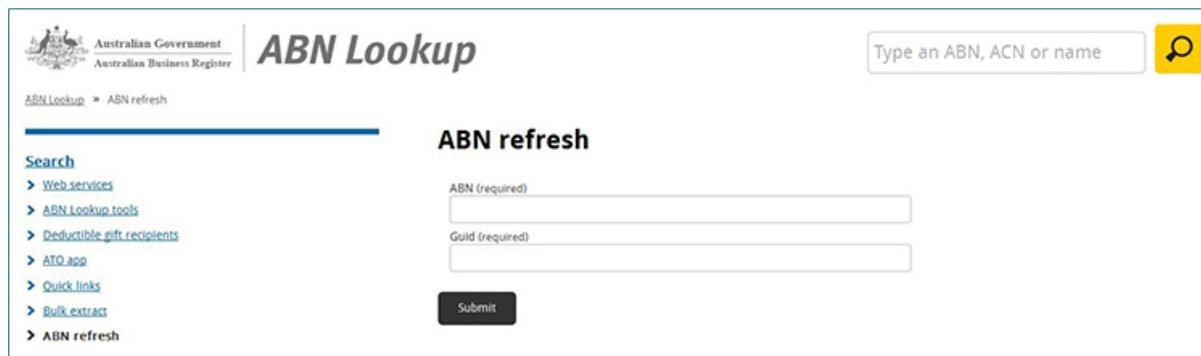
However, you will not be protected against any liability to tax shortfall, penalties or interest charges if you and the entity on ABN Lookup are associates. More information about associates can be found at [Associates Details](#).

Accounting software companies are increasingly offering solutions within the software to make it easier for business owners to check the ABN status of a supplier by linking directly to the ABN Lookup website.

ABN Lookup and ABR Syncing

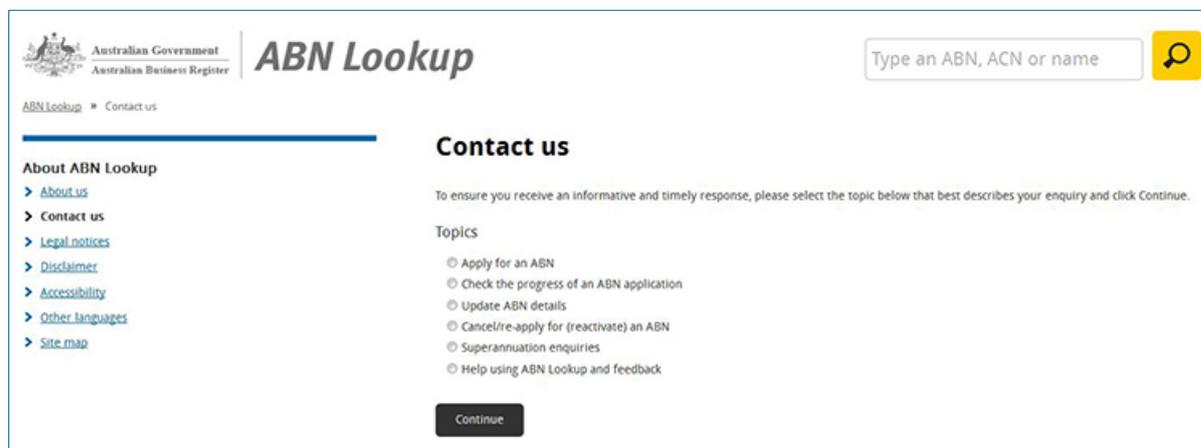
There are occasional syncing issues between ABN Look-up and the ABR.

In the “Tools and resources” menu, there is an “ABN refresh” option which will retrieve the current details for that ABN from the ABR and update ABN Look-up. However, to do this you must already be registered for web services access. This will then give you an authentication GUID (Globally Unique Identifier) which is required to access the ABN Lookup web services. (ABN web services allow the integration of ABN Lookup validation and data into other applications).



The screenshot shows the 'ABN Lookup' page for 'ABN refresh'. At the top, there is the Australian Government logo and the text 'Australian Business Register'. The main heading is 'ABN Lookup'. On the right, there is a search bar with the placeholder text 'Type an ABN, ACN or name' and a magnifying glass icon. Below the search bar, there is a breadcrumb trail: 'ABN Lookup > ABN refresh'. On the left, there is a 'Search' menu with links: 'Web services', 'ABN Lookup tools', 'Deductible gift recipients', 'ATO app', 'Quick links', 'Bulk extract', and 'ABN refresh'. The main content area is titled 'ABN refresh' and contains two input fields: 'ABN (required)' and 'Guid (required)'. Below these fields is a 'Submit' button.

You can also contact ABN Lookup to [provide feedback here](#).

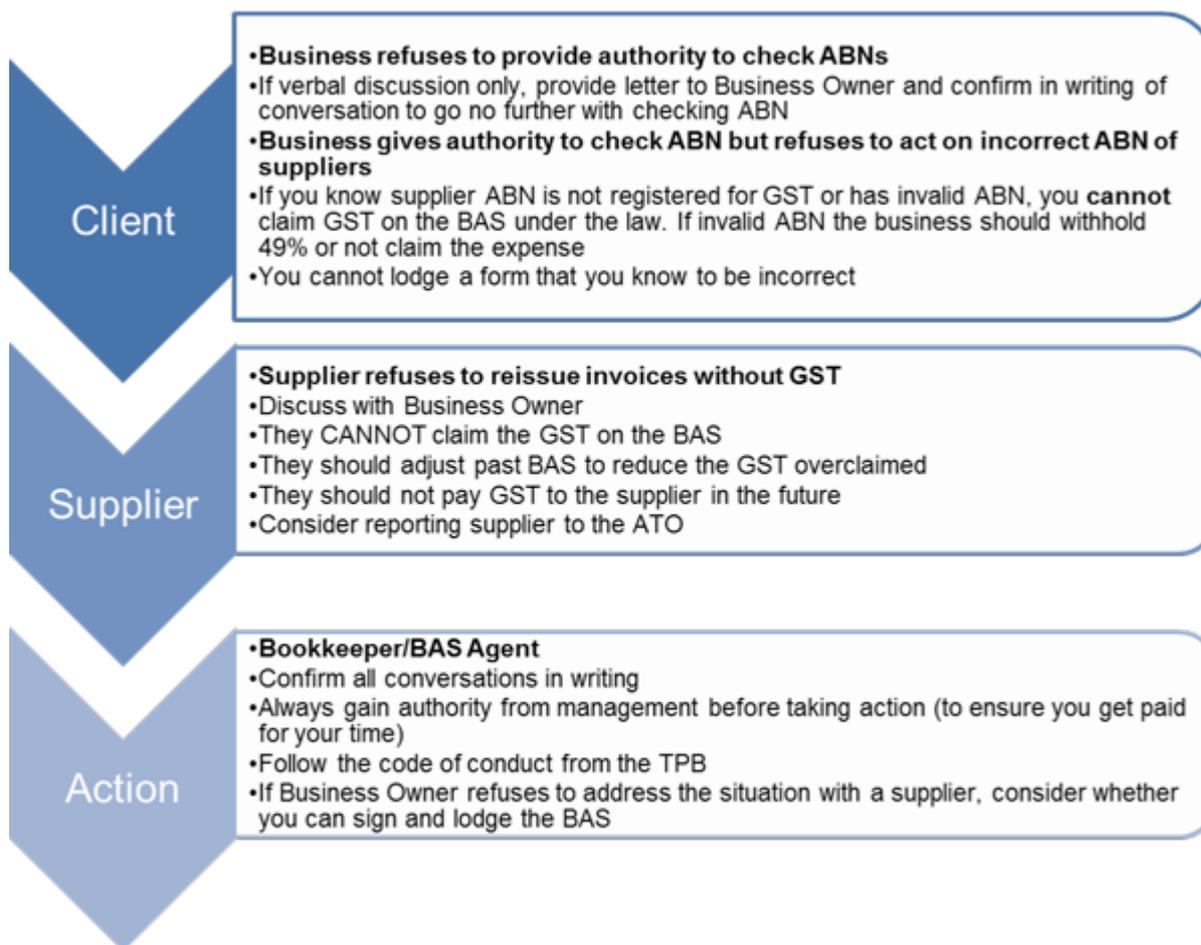


The screenshot shows the 'ABN Lookup' page for 'Contact us'. At the top, there is the Australian Government logo and the text 'Australian Business Register'. The main heading is 'ABN Lookup'. On the right, there is a search bar with the placeholder text 'Type an ABN, ACN or name' and a magnifying glass icon. Below the search bar, there is a breadcrumb trail: 'ABN Lookup > Contact us'. On the left, there is an 'About ABN Lookup' menu with links: 'About us', 'Contact us', 'Legal notices', 'Disclaimer', 'Accessibility', 'Other languages', and 'Site map'. The main content area is titled 'Contact us' and contains a paragraph: 'To ensure you receive an informative and timely response, please select the topic below that best describes your enquiry and click Continue.' Below this paragraph is a 'Topics' section with radio button options: 'Apply for an ABN', 'Check the progress of an ABN application', 'Update ABN details', 'Cancel/re-apply for (reactivate) an ABN', 'Superannuation enquiries', and 'Help using ABN Lookup and feedback'. Below the topics is a 'Continue' button.

Bookkeeper's Responsibility

1. Discuss this compliance requirement with the business owner
2. Provide written advice
3. Obtain authority from the business owner to undertake this work
4. Check ABNs to ensure GST registration
5. Report to the business the results of the supplier review
6. Contact supplier to provide new invoices if not GST registered
7. Together with the business owner, request reimbursement of GST incorrectly charged, in order to refund the ATO the amount of GST incorrectly claimed
8. The adjustment journal (below) will be done regardless of whether the supplier reimburses the GST amount or not.
9. If this request is refused, process adjustment journal.
10. Make a GST adjustment on the following BAS if required
11. If you know of suppliers who should be registered for GST but are not, gain the business owners authority to contact supplier and advise them of ATO requirements - note that this is not strictly your responsibility, it is the supplier's obligation, however you may want to advise the supplier.

What if Both the Client and the Supplier do not Comply?



Bookkeeping Process to Reverse the GST Claim

1. Flag the supplier in the accounting system to note there is no GST to be paid
2. Calculate the amount of GST paid incorrectly on past invoices
3. Create a journal which will adjust the next BAS to reverse the incorrect GST claim. This will also increase the original expense by the GST amount.

Example, total invoices paid inclusive GST \$1,100.00

Allocation	Debit	Credit	Tax Code
Expense Materials	\$1,100.00		FRE
Expense Materials		\$1,100.00	GST
**Adds a credit to the GST paid A/C			

Frequency of ABN Lookup

The ATO report, *“At least once a year, you should check that the ABN quotation is correct and up to date”*.

ICB Recommend

1. When a new supplier is being considered, or prior to any payment to a new supplier, check their GST status.
2. Once a year, in conjunction with the September BAS review, check the ABN registration status of all major and/or regular suppliers you are conducting business with.
3. To be absolutely certain that you are entitled to claim back all GST charged to you by suppliers, the comprehensive system would be to check all suppliers before any payment is made - but this is not a legal requirement.
4. When you use the ABN Lookup, always keep a copy of the results for your reference.

ABN Lookup

Example of the PDF entry for your file.

The full PDF contains other details such as listed business names, trading names, DGR status and date of last update. The PDF also shows the date of the extract you have saved.

Current details for ABN 20 115 901 945

ABN details

Entity name:	THE INSTITUTE OF CERTIFIED BOOKKEEPERS LTD
ABN status:	Active from 01 Feb 2006
Entity type:	Australian Public Company
Goods & Services Tax (GST):	Registered from 01 Feb 2006
Main business location:	VIC 3000

Multiple ABN Lookup

ABR have provided an ABN Lookup excel tool that includes a macro lookup of ABNs and names of business with an automatic check of the business status.

Simply export from your accounting software a list of supplier ABNs and paste into the excel tool ABN column and select Start Lookup. This is the best way to check multiple ABNs very quickly.

ABN/ACN Lookup tool

Enter the ABN or ACN of the businesses you deal with into the tool. Then,

-  [ABN Lookup tool V7 \(460 KB MS Excel\)](#)
-  [User guide V7 \(480 KB PDF\)](#)
-  [ABN Lookup tool and user guide V7 \(640 KB Zip file\)](#)

Name Lookup tool

The Name Lookup tool allows you to do multiple searches on ABN Lookup

-  [Name Lookup tool V7 \(270 KB MS Excel\)](#)
-  [User guide V7 \(340 KB PDF\)](#)
-  [Name Lookup tool and user guide V7 \(460 KB Zip file\)](#)

ABN/ACN	Entity name	Business name(s)	Trading name(s)	ABN status		Address		GST registration	Date of DGR endorsement	DGR funds	Date ABN last updated	ACN/ABN
				Status	Date	State	Postcode					
50616294781												
18108001191												
67582329284												
87904367991												
26318413037												
55349275107												
64648617581												
59707128173												
77752196292												
61970632495												

References

- [Australian Business Register](#)
- [ABN Lookup](#)
- [ICB - Checking Tax Invoices and Suppliers](#)

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Continued Professional Education

This Month From the ICB Continued Professional Education Webpage

ICB Events and Webinars	Classroom	Online	Software Conferences
<p>ICB Technical Webinar - Taxable Payments Annual Report Review Webinar, 2nd August, 2016</p> <p>ICB Technical Webinar - BAS Agent Portal Review Webinar, 16th August, 2016</p> <p>Open Colleges Student Webinar Webinar, 24th August, 2016</p> 	<p>Understanding Financial Reports - Including Non Reporting Entities Classroom, Balcatta, WA 18th August, 2016</p> <p>Budgets and Cashflow Management Classroom, Balcatta, WA Multi-Dates</p> <p>Reckon Accredited Partner Training Days Multi-Locations Multi-Dates</p> 	<p>Reckon One Webinar for Bookkeepers Online 10th August, 2016</p> <p>Xero Now Webinars Online Multi-Dates</p> <p>MYOB News Channel Online Multi-Dates</p> <p>SuperStream using MYOB Online Multi-Dates</p> <p>The Power of Calxa for Your Practice Online Multi-Dates</p> <p>MYOB EOFY Webcasts Online Multi-Dates</p>	<p>Xerocon 2016 Brisbane, QLD 7th - 9th September, 2016</p> <p>MYOB Partner Connect 2016 Multi-Locations September, 2016</p> 

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Question For You to Discuss This Month - Assets and a De-Registered Company

This month's question for you all to debate at your network meeting is:

My client de-registered for GST in December 2015 but continued in business. In July, they sold the car that the company had bought while still registered for GST. Initially I thought they must pay back the proportion of the GST on the sale value received, but because they have de-registered I am not sure if this is correct. What should I do?

What would you do?



[Let us know your thoughts here.](#)

Last month we asked you:

A real estate salesperson left before her sales commission came through and the employer did not pay it. She pursued the employer for the commission payment after leaving. The court ruled that the business pay \$25,000. The solicitor has instructed the payment should not have any PAYG withheld. Do I classify the payment as OTE for SGC purposes? And how should I classify the payment, is it an ETP or a bonus or something else?

ICB's Response:

Ideally you should have some documentation from the court to direct the nature of the payment and how it is treated. It should be the court instructing on tax matters, rather than the solicitor. It does sometimes happen that the court instructs a payment to be untaxed.

The documentation should also show the breakdown of the payment; in this example, it could be that part of the payment is the actual commission, and part is compensation, and they would be treated differently, and there would be tax and super involved.

However, if this is all the information you have, you have to follow that instruction.

Treat the payment as an excluded ETP for compensation, (code R), without tax or super.

We would recommend that you provide a copy of the relevant solicitor's instruction regarding the payment and taxation to the employee. Also let them know they will need to consult with their personal tax agent regarding the tax implications of receiving this payment.

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Upcoming Network Meetings

Join a network meeting, not just to share, but to also network and keep informed.

All ICB Network Facilitators volunteer their time to assist ICB in keeping you up to date and informed and without the help of these fantastic people these valuable meetings would not happen.

If you are unable to attend your local meeting due to time restraints or there isn't a meeting in your area, why not join us via webinar on the 2nd week of each month.

Webinars				
Online - 12pm 12th August, 2016	Online - 5pm 8th August, 2016			
ACT				
Canberra - Northside 17th August, 2016	Canberra - Phillip 9th August, 2016			
New South Wales				
Albury 26th August, 2016	Ballina 12th August, 2016	Balmain 15th August, 2016	Bathurst 16th August, 2016	Bellingen 15th August, 2016
Blue Mountains TBA	Brookvale 15th August, 2016	Central Coast 24th August, 2016	Dubbo 15th Sept, 2016	Hawkesbury Region 23rd August, 2016
Hills Region (Rouse Hill) 17th August, 2016	Hornsby 11th August, 2016	Lower North Shore 15th August, 2016	Moorebank 10th August, 2016	Newcastle 15th August, 2016
Newport 23rd August, 2016	Orange 15th Sept, 2016	Port Macquarie 30th August, 2016	Randwick - Bondi 10th August, 2016	Shoalhaven 12th Sept, 2016
Southern Highlands 8th August, 2016	Sutherland 17th August, 2016	Wollongong 10th August, 2016		
Queensland				
Atherton Tablelands 18th August, 2016	Brisbane North 9th August, 2016	Brisbane South 16th August, 2016	Bundaberg 16th August, 2016	Burpengary 23rd August, 2016
Cairns 5th August, 2016	Dalby 25th August, 2016	Gold Coast - AM 9th August, 2016	Gold Coast - PM 9th August, 2016	Hervey Bay 23rd August, 2016
Ipswich 9th August, 2016	Logan 17th August, 2016	Moreton Bay 9th August, 2016	Nth Sunshine Coast 12th August, 2016	Paddington 18th August, 2016
Sth Sunshine Coast 11th August, 2016	Toowoomba 19th August, 2016	Townsville 12th August, 2016		
South Australia				
Adelaide West 19th August, 2016	Mt Barker 9th August, 2016	Para Hills 17th August, 2016	South Adelaide 4th August, 2016	Unley 11th August, 2016
Victoria				
Brunswick 16th August, 2016	Bulleen 9th August, 2016	Burwood 3rd August, 2016	Chadstone 8th August, 2016	Cobram 11th August, 2016
Craigieburn 13th Sept, 2016	Docklands 5th August, 2016	Echuca 18th August, 2016	Frankston 11th August, 2016	Geelong 9th August, 2016
Lilydale 26th August, 2016	Macedon Ranges 16th August, 2016	Mordialloc 9nd August, 2016	Mt Waverley 2nd August, 2016	Narre Warren 9th August, 2016
Point Cook TBA	Sale 11rd August, 2016	Warragul 3rd August, 2016	Yarra Valley 12th August, 2016	
Western Australia				
Broome TBA	Bunbury 20th Sept, 2016	Busselton 26th August, 2016	Cockburn Central 17th August, 2016	Joondalup 18th August, 2016
Kalgoorlie 18th August, 2016	Melville 10th August, 2016	Noranda 10th August, 2016	Welshpool 16th August, 2016	
Tasmania			Northern Territory	
Hobart 26th August, 2016	Launceston 11th August, 2016		Darwin 8th August, 2016	

These meetings are conducted in a relaxed and informal environment to promote discussion amongst those attending the meetings.

No meeting in your area?

We are always on the lookout for facilitators to run meetings in their local area so if you are interested please contact Rick Van Dyk at rick@icb.org.au



ICB Network Meetings are proudly supported by MYOB

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Other Things Happening in the World

COSBOA National Small Business Summit 2016

ICB, as a member of the Council of Small Business Australia (COSBOA) was invited to participate in the recent summit in Brisbane. John Birse attended and was asked to speak, along with Kate Carnell (Australian Small Business and Family Enterprise Ombudsman) and Neil Olesen (Acting Commissioner, Australian Taxation Office), in a question-and-answer session on how the ATO is working with small business.



With 100,000 bookkeepers in 110 countries, ICB is not only a global force that can assist with business productivity but in Australia with close to 6,000 members, ICB has an important role to play in Australia's future.

At the summit dinner, Kate Carnell made the point that while Australia has enjoyed 24 years of consecutive growth, our quality of life (\$\$ per person / GDP) is tracking downwards. She suggested the two solutions to reducing the national deficit are to increase participation of women in the economy and to improve productivity of the 96% of businesses that exist in the small business sector.

I feel that ICB Australia, with approximately 80% female membership and an 18% membership growth, is helping increase female participation in the economy, (although I think they are still not charging enough for the work they are doing). I also believe that the value our members bring to their clients, by using technology to bring improved business practices and efficiencies, will increase the productivity of business.

Neil Olesen spoke of the importance of the small business sector and initiatives such as the free ATO app "My Deductions" and its expansion to assist with capturing income will help encourage small business owners to take control of their business. The simplification of government reporting and take-up of SBR opportunities with initiatives such as eInvoicing has the potential to reduce the cost of doing business in Australia and therefore give Australian business a comparative advantage in transacting between buyers and sellers.

Throughout the summit we also heard from various policy experts and from the regulators – FairWork, ASIC and ACCC.

John Birse - ICB Director

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Credit Card Surcharge Rules to Change

Article published on the MYOB blog 'The Pulse', written by [Patrick Stafford](#).



What you need to know about the new credit card surcharge rules

Do you operate a business? Do you have a surcharge for credit card payments?

Then pay attention.

After 1 September 2016, you may not be able to implement those surcharges anymore.

Last week, the [Australian Competition and Consumer Commission](#) announced it would use its new powers to crack down on unnecessarily high surcharges which exploit consumers.

Now, the ACCC says businesses can only charge the actual cost of the customer using that debt or credit card.

“They can’t charge excessively, they can just charge the cost, which is really just the cost of the terminal and the charge that the bank charges them for using the credit card,” ACCC executive chairman Rod Sims told the ABC.

These changes affect millions of Australian [small businesses](#). But don’t worry, we’ve put together everything you need to know.

What’s going on?

Back in February, an amendment to existing competition and consumer law was passed which included excessive credit card surcharges.

Then, in the last week of May, the Reserve Bank of Australia released the findings of its “Review of Card Payments Regulation” report.

It’s a huge paper, with a whole bunch of findings. But there are three main changes:

- 1. The definition of “card acceptance costs” will be limited.**
These costs will be categorised as the fees paid to a merchant’s acquirer, or other payment facilitator, and certain costs paid to third parties in order to accept other types of cards.
- 2. Payment facilitators need to provide merchants with an annual statement.**
That statement needs to include the average cost of acceptance for each of the card payment systems regulated by the RBA. These costs will be published in percentage terms, rather than a fixed amount, which means some industries with higher surcharges – such as the airline industry – will probably drop their surcharges as a result.
- 3. The ACCC now has investigation and enforcement powers** over cases involving excessive surcharging.

Why is this happening?

'cause people are getting ripped off! At least, that's what the RBA says. There's been too much overcharging going on in a bunch of different industries, and they want to stop it.

So wait...I'm a business, and I charge customers for using credit cards. Do I have to change my fees?

Maybe. It depends on how much you're charging.

While the RBA now says businesses can only charge customers what they are being charged themselves, many business owners might say they only have a vague idea of those costs. That's why the RBA has said every payments facilitator needs to present a statement to their merchants about how much those costs are.

That way, no one's guessing.

How much will those charges will be?

There's no specific outline yet because these costs aren't known or published for a lot of industries. But the RBA has given some guidance by saying no surcharge should exceed the RBA standard.

As a guide, MasterCard and Visa Debt costs are about 0.5 percent of the transaction value, while MasterCard and Visa credit cost about 1 percent to 1.5 percent. American Express payments can cost anywhere between 2 and 3 percent.

But these costs can change – which is exactly why every merchant will be given a statement.

Can I get rid of my surcharges but replace them with something else?

Um...no.

But you can still keep other charges like booking fees or service fees. The rules only apply to payment-processing charges.

Be aware that if you're planning to replace your payment fees with new charges that didn't exist before, the ACCC may come knocking at your door.

What else do I need to know?

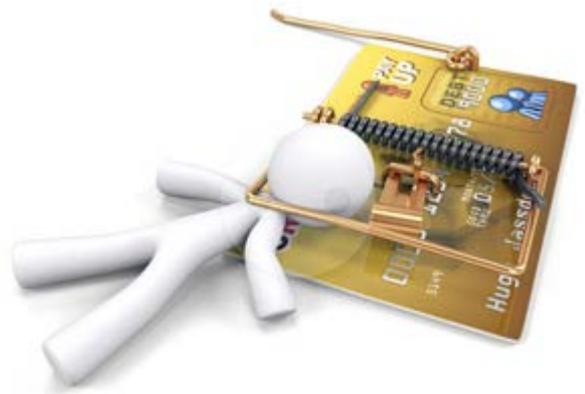
Businesses often just charge all credit cards at the same rate as a catch-all. You can still do that under the new rules, but you'll have to set the surcharge at the lowest cost of any of the cards you accept.

So when is this all starting?

For larger businesses, which are classified as those with gross revenue of \$25 million or employing at least 50 employees, these changes start on 1 September 2016.

For everyone else, the changes start on 1 September 2017, so you've got some time to prepare.

But don't put it off, these changes will come sooner than you think. Start considering how changes will affect your bottom line. Get in contact with your payments providers to find out what their timeline is like in providing you with those RBA-mandated statements.



And whatever you do, don't just forget about it. The ACCC is known for being ruthless when enforcing these rules, and you don't want to get stuck in a lawsuit.

In the meantime, you can read more about what the ACCC had to say about the changes [here](#).

Related Resources

- [ICB - Business Information Sheet - Credit Cards](#)
- [Creditor Watch - Are your Credit Terms Enforceable?](#)
- [ACCC - Ban on Excessive Payment Surcharging](#)

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This Month From the ICB

What's New this Month from ICB

New and updated resources for July 2016

- [Paid Parental Leave](#)
- [June 2016 Members Newsletter Podcast](#)
- [What is an Allowance?](#)
- [Long Service Leave](#)
- [What can a BAS Agent do?](#)
- [What is a BAS Service](#)
- [BAS Service Examples](#)



[Click here to view the latest news for the month.](#)

[ICB Q & A Space](#) - You can check out all the latest threads here. Feel free to ask your questions regarding any issue you may be having or if you require clarification, we are here to help. The [Latest Updates](#) lists all the topics in order of replies.

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WiseClick ICB Outstanding Student Award

Congratulations Danica Clune

WiseClick's Outstanding Student Award 2016 has been awarded to Danica Clune for outstanding assessment work and overall communication and attention to detail - all areas held in high regard by the Institute of Certified Bookkeepers.

After enrolling in [WiseClick's](#) classroom July 2015 intake, Danica completed her Certificate IV in Bookkeeping in seven months.

"In 2015 I decided I'd had enough of my current career and wanted a change. After much soul searching and questioning friends and family I decided to look into what being a bookkeeper was all about. I did a lot of research on the requirements for being a Registered BAS Agent, and decided to enrol in a Certificate IV in Bookkeeping".

"Having a background in training I spent considerable time researching the various RTO's scoped to deliver the certificate".

"One of the things that drew me to WiseClick was their professionalism, structured classroom training, and the fact they offered a Job Placement service. I started my certificate in July 2015 and loved every minute of it. Melissa, Kerry and Cheryl are fabulous and always available to provide assistance. Melissa's knowledge is exemplary, and she is a brilliant trainer. In February 2016 I completed my certificate and was actually very disappointed - because I wouldn't be able to attend "school" each week! Luckily, WiseClick has since included the Certificate IV in Accounting to their scope, meaning I head back to school in August".



"Just prior to completing my certificate I joined the Job Placements Register offered by WiseClick. I am so glad I did because in no time Kerry rang asking if I wanted to be put forward for a bookkeeping position SOR. I commenced working for a bookkeeping practice in March and am really enjoying myself, and learn more every day".

"I would like to thank Kerry and Cheryl at WiseClick for their continued support and assistance, and especially for awarding me the ICB Outstanding Student Award 2016. I am truly honoured to have such high recognition of my efforts and I look forward to seeing where the rest of my bookkeeping journey takes me, and I look forward to coming back in August!"

Danica Clune, 13 July, 2016.

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July 2016 eBrief Newsletter for Your Business



The July 2016 Bookkeeping eBrief is now available for you to download.

- [July 2016 Bookkeeping eBrief Newsletter for your Business](#)

[Back copies are available here.](#)

"The best bookkeepers using the best resources".

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MYOB Partner Connection

10 reasons you'll want to attend MYOB Partner Connect this year

By Alistair Nestor, editor of MYOB Partner News



There are plenty of reasons why Partner Connect is the grandest event on the MYOB calendar.

Yes, it tours Australia, stopping off in the main centres as well as staging the gala event (this year at the Gold Coast). Yes, it's a fantastic opportunity for MYOB staff to show off what they've been working on throughout the year.

But it's more than that.

For me, it's the comradery of the event that makes it a beacon for staff and MYOB Partners alike. The opportunity to network – to swap stories – to kick our heels up. For many it's a wonderful opportunity to remember what we love about the industry.

There's always so much passion at a Partner Connect event. Passion for your clients – passion for software – passion for the future. It really is an uplifting event in so many ways.

There are, of course, much more practical reasons to get along to the event. Here are ten of them, in no particular order:

1. **Partner Enablement Tools:** Take a deep dive on Dashboard and Portal and discover how these tools can transform how you connect with your clients.
2. **Product Roadmaps:** Get all the latest straight from the Product Managers for MYOB Essentials and AccountRight.
3. **MYOB Essentials:** We're discussing and demonstrating how the new MYOB Essentials Payroll truly is essential for small business success.
4. **MYOB AccountRight:** To succeed in business today it's all about staying competitive, staying compliant and staying in control - you'll see how MYOB AccountRight does just that.
5. **Brand Update:** The cloud and beyond – learn what's in store as MYOB embarks on an exciting new journey.
6. **Partner Program:** Discover why there's never been a better time to partner with MYOB and help build your success.
7. **Networking:** Take the opportunity to chat with your industry peers and colleagues.
8. **Add-Ons:** Get a briefing on all the incredible Add-Ons now available.
9. **MYOB Kounta and PayDirect:** There's a revolution in payment and POS solutions happening and we're leading it. Find out why.
10. **MYOB team:** Your chance to chat directly to the MYOB team and ask those burning questions.

MYOB Partner Connect promises to fill you with information about the tools you use in the industry you love. Don't miss it, ok? Let's connect for success together.

Reserve your spot [here today](#).

Partner Connect is for MYOB Partners. If you're not a Partner but interested to become one, please [click here](#) to find out what the benefits are.

Can the ATO Demand Early Lodgement of Forms?

Registered agents receive the lodgement concession allowing them longer time to lodge forms for a business owner. Occasionally the ATO will not allow the agent extension and request lodgement and payment by a specific (earlier) date.



- Situations where the ATO can request early lodgement:
- When there is a history of late or non-lodgement of tax returns
- When there is a history of late or non-payment of liabilities
- As a means of prompting lodgement if there is a reason to believe it would be late or not occur
- When a tax return is required for a specific purpose, such as from participants in identified tax schemes

Note that a client being on a payment plan for outstanding debts is **not** reason enough on its own to warrant the ATO requests early lodgement.

The default position is that the agent extension should apply unless otherwise advised by the ATO. If you are receiving calls from the ATO requesting early lodgement, check the reason this has occurred. (Believe it or not, we have heard about ATO agents who don't know that registered BAS agents get a lodgement extension.)

[Let us know here](#) if you have had this situation occur and you are not convinced about the reason behind the request for early lodgement.

Related References

- [ATO - Situations Where we Request Earlier Lodgement](#)
- [ATO - BAS Agent Lodgement Program 2016-2017](#)

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Upcoming Portal Maintenance

See [this link for scheduled times](#) for the full guide to system maintenance and issues.

The portals will be unavailable at the following times for scheduled system maintenance.

Scheduled Start Time	Scheduled End Time
Saturday 6th August 8.00pm AEST	Sunday 7th August 8.00am AEST
Saturday 3rd September 10.00pm AEST	Sunday 4th September 10.00pm AEST

For more details regarding BAS Agent portal maintenance, [click here](#).

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ICB Membership Statistics as at 30th June, 2016

6,622

3,417 Members maintain Fellow, Member, Associate, Affiliate and Educator membership.

ICB also has 21 Accredited Training Provider Members and 3,184 Student Members.

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ICB Supporters and Sponsors



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Please note that, in between newsletter issues, articles maybe published straight to the *Latest News* section of the website.

The Institute of Certified Bookkeepers complies with the Spam Act 2003 and we have a documented [Spam Policy](#) on our website. You can unsubscribe from ICB newsletters and updates [here](#).

ICB's Newsletter contains news articles, links and regular sections that we feel will be of interest. If there is anything that you would like to see, whether a regular feature or a one-off, please let us know. Email your ideas to admin@icb.org.au

A selection of those articles listed are accessible by ICB Members **only** - ICB Members, you will need to be logged onto the ICB website to view all the articles in full.

The newsletter of ICB is designed as information and resources for Bookkeepers with clients and also bookkeepers in employment.

The content of the newsletter maybe relevant in part or in whole to other publications or other purposes.

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