



Professional Business Practice of Bookkeeping services including but not limited to:

## Bookkeeping & Payroll

- ✓ Calculating
- ✓ Processing
- ✓ Reconciling
- ✓ Reporting

## Administration

Completion of regulatory documents (where authorised to do so)

Some of these may include:

- ✓ Superannuation guarantee charge
- ✓ Workers compensation documentation
- ✓ Data Processing
- ✓ Payment processing (subject to authorisation by your clients)
- ✓ Provision of information to third parties when authorised

## Accounting and financial management or related Retail software packages

- ✓ Sales
- ✓ Installation
- ✓ Set up
- ✓ Configuration
- ✓ Training and Use

## BAS Agent Services

As defined in Tax Agent Services Act 2009 including:

- ✓ BAS preparation and advice
- ✓ GST advice
- ✓ Payroll services
- ✓ PAYG withholding calculations and advice

## Data File Management

Consulting and advice in relation to the foregoing data file management (including backup & file location management) in relation to the above services may be provided at the client site utilizing your clients booking system, or at a different location, or via remote access software, or cloud computing.

## Who is covered?

All directors, employees and contractors whilst working on behalf of the insured business.

## Tax Agent Services (Where Qualified & Registered)

Automatic Cover now up to 25% of revenue invoiced.

Higher percentage available on application.

***To apply or for further information please call us on 1800 641 260***