

**Checklist for PAYG Withholding Variation Form**

Client Name: \_\_\_\_\_ TFN \_\_\_\_\_

Client Name: \_\_\_\_\_ TFN \_\_\_\_\_

Client Address: \_\_\_\_\_

Client Email Address: \_\_\_\_\_

Checklist	Client One	Client Two
Copy of latest pay slip/s including year to date totals <i>(Tick)</i>		
Pay Frequency: <i>(weekly, fortnightly, monthly)</i>		
Expected Gross/Taxable wage to 30th June this year:	\$	\$
Expected Gross/Taxable wage to 30th June next year:	\$	\$
Employers correct legal name (if not on payslip):		
<b>Employer Details:</b> <i>(if not on payslip)</i>		
ABN:		
Postal Address <i>(Street number of PO Box)</i>		
Suburb		
State, Postcode		
Payroll Contact Name		
Payroll Contact Number		

***Any additional information that may affect your income for the coming year.***  
*(e.g. Pay Rise, Redundancy, Leave without pay, Bonuses, Interest or Dividends)*

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**Authorisation for Komplete Accounting Group to Prepare and Lodge  
PAYWG Withholding Application**

\_\_\_\_\_  
Client 1 Sign:

\_\_\_\_\_  
Client 2 Sign:

**Rental Property Details**

(Please complete one per property owned)

Client Name on Title: \_\_\_\_\_ Percentage Owned: \_\_\_\_\_

Client Name on Title: \_\_\_\_\_ Percentage Owned: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_ Year of Construction: \_\_\_\_\_

Loan Balance: \_\_\_\_\_ Interest Rate: \_\_\_\_\_ % for this Property: \_\_\_\_\_

LOC Balance: \_\_\_\_\_ Interest Rate: \_\_\_\_\_ % for this Property: \_\_\_\_\_

<b>Projected Amounts</b>	Per Week	Per Month	Per Annum
<b>Income:</b>	<i>(Complete what is known)</i>		
Gross Rental Income	\$	\$	\$
Other	\$	\$	\$
<b>Sub Total:</b>	\$	\$	\$
<b>Expenses:</b>			
Interest	\$	\$	\$
Council Rates	\$	\$	\$
Water Rates	\$	\$	\$
Insurances	\$	\$	\$
Managing Agents Commission	\$	\$	\$
Repairs & Maintenance	\$	\$	\$
<i>Depreciation Expense:</i>	\$	\$	\$
Assets	\$	\$	\$
Building Write Off	\$	\$	\$
Other Expenses: <i>(List)</i>	\$	\$	\$
<i>e.g Strata Fees</i>	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Sub Total:</b>	\$	\$	\$
<b>Profit/Loss</b>	\$	\$	\$