

Information required to prepare a PAYG Withholding Variation application

Employer Details – For each employer (We may have this if we have prepared a PAYG Withholding Variation application for you before & you have not changed employers)

- ABN
- Business Name
- Pay Office Postal Address
- Pay Officer's direct phone number
- Your payroll ID or payroll number (if you have one)
- Pay frequency (i.e. weekly, fortnightly, monthly)
- Date of your last pay
- Copy of your last payslip, this must include year to date figures
- Amount of your gross pay per pay (an average if it varies)
- Amount of tax withheld per pay
- An estimate of what your pay will be for the **total financial year** that we are applying for the variation including any **allowances, overtime, bonuses, commission etc.**

Other Income

- Detail of any other taxable income you expect to receive (i.e. interest)

Rental Property Detail – For any new Property that you have purchased since we last prepared a PAYG Withholding Variation application for you.

- Full name/s appearing on title deed.
- Address of property
- Date of purchase
- Is the property under construction Y/N
- What % you own
- What date will the property be available for rent in the **financial year** that we are applying for the variation
- Year the building was constructed (We can find this on the Quantity Surveyors report if supplied)
- Copy of the Quantity Surveyors report (depreciation Schedule) if you want to claim special building write off & depreciation
- Copy of the settlement statement if available
- Copy of bank contract showing any borrowing costs (i.e. application fees, mortgage registration, mortgage lenders insurance etc)

Rental Property Income & Expenses – For Each Property (This is an estimate for the **financial year** that we are applying for the variation)

- Rent (per week)
- Expenses (Per Year)
- Agents Fees - What % of the rent do they charge
- Body Corporate
- Council Rates
- Insurance
- Interest – (If the loan is interest only & you supply the balance of loan & interest rate % being charged we can work it out)
- Water Rates