eventum optimum

Client Document Checklist

What we need to review your client's position

When you refer a client to us, these documents help us understand their financial position and assess the options available. You may already hold most of them on file.

The sooner we can review your client's position, the sooner we can come back to you both with options and next steps.

Referring early may give your client more options.

WHAT TO SEND

1 Balance Sheet for XYZ Pty Ltd

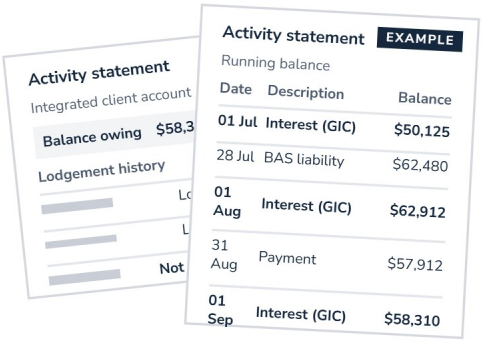
Assets, liabilities and equity. The most recent version is required.

* It doesn't need to be final. We can review and adjust as required.



2 ATO Activity Statement / ICA Account

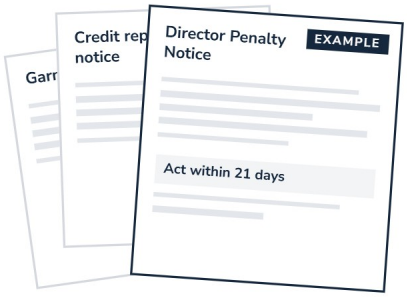
Download your client's **Activity Statement**, sometimes referred to as the **Integrated Client Account (ICA)**, from the ATO portal. This shows transaction history, outstanding balances, lodgement history, payments, interest charges and transaction dates. PDF or CSV is fine.



3 Any ATO correspondence

Every ATO letter or notice your client has received, for example:

- **Director Penalty Notices (DPNs)**, the most important to send
- Orange or Blue Notices
- Garnishee notices
- Credit bureau reporting notices
- Collection or demand letters



4 Your details and your client's

Your name, firm, email and phone, plus your client's contact details. We work hand-in-hand with you and keep you informed throughout.

YOUR CONTACT

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