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HBS June 2011 Newsletter for Individuals

Dear Client

Welcome to the June 2011 edition of our newsletter containing tax information for individuals. If you did not recently receive our newsletter for business owners and would like to please [contact us](#).

Please feel free to [forward our newsletter](#) to a friend; they don't have to be a client to benefit from our FREE advice!

New staff member

We would like to welcome our newest staff member, Tina Wilkie, to our Kilmore office. Tina has built up a well-established reputation in the local area as an excellent book-keeper, and now, as an employee of Harris Business Solutions, she will be extending her knowledge into the taxation area. At this time, Tina will not be taking appointments, however she will be working behind the scenes to assist us with tax return preparation. Please make her feel welcome if you spot her in the Kilmore office on a Wednesday or Thursday.

Information required for income tax return appointments

In the last few days we have published online a simple checklist of information that may be required when completing your individual income tax return. Please take the time to review this list prior to your appointment to ensure we can

complete your return for you in one appointment. The checklist can be found on our blog, by clicking the



button at the bottom of our [homepage](#).

Our fees

We are pleased to announce that the price for our basic individual income tax return has not changed! Since 1st July 2009 it has been a minimum charge of \$140, and it remains this way for the next financial year. Extra charges may apply for items such as paying for our fee from your refund (Trust Authority), depreciation schedules, business (sole trader) schedules. A more detailed fee guideline is available from our offices.

Also unchanged, is our policy that returns will not be lodged until payment of our fees is settled. This means that fees are to be paid directly to us or arrangement made for them to be garnished from your refund (Trust Authority). Returns will not be lodged until this occurs.

Appointment availability

The availability of our staff members for appointments has now been updated through to October. Online bookings are available six weeks in advance; if you require an appointment after that you will need to make it via telephone.

Availability in each office is between the following hours during the tax season:

WALLAN	KILMORE
Mon: 9.30am – 9.00pm	Mon: 9.15am – 9.00pm
Tue: 9.15am – 9.00pm	Tue: 9.15am – 5.30pm, 6.00pm – 9.00pm
Wed: 9.15am – 9.00pm	Wed: 9.30am – 3.00pm
Thu: 9.15am – 5.00pm, 6.00pm – 9.00pm	Thu: 9.30am – 3.00pm
Fri: 9.15am – 5.00pm	Fri: 9.30am – 5.30pm

Clickbook invitation – making appointments online

Very shortly you should receive an email from Clickbook inviting you to make your own appointment with us online. It involves a very simple registration process that will enable you to pick the office, staff member and appointment type you prefer, hopefully at the time that suits you. This service is available 24/7 and means you no longer have to wait to speak to someone to make your appointment. Online bookings are available six weeks in advance.

You can also set up your profile so that you receive an SMS and/or email reminder of your appointment up to 3 days prior to your appointment. We were very pleased with the feedback that we received from this service last year.

Key dates for Individual Taxpayers

Thursday 14th July – Employers must have issued PAYG Summaries by this date

Want to see some particular tax topic/tip mentioned here? Please [contact us](#) with your request, we are more than happy to oblige.

Regards
The HBS Team
Kathryn, Allison, Connie, Lyn, Tina, Nikki and Katherine

Please Note: Many of the comments in this publication are general in nature and anyone intending to apply the information to practical circumstances should seek professional advice to independently verify their interpretation and the information's applicability to their particular circumstances.

PO Box 512, Wallan VIC 3756, Australia

