EFT of Client Monies from Goodall Co Trust Account

(Public/Administration/Templates and Forms/Trust Account Forms)

ADMIN TO COMPLETE

1 Client Name:_____

2 BSB:_____

3 Account Number:_____

4 Account Name:_____

4 Refund Amount:_____

STAFF INITIAL:_____   DATE:_____

ADMIN TO ATTACH PRIOR TO PARTNER/ DIRECTOR APPROVAL

5 Written consent from client which includes account details.

The following would be accepted as written consent (Previous Bank Account Authorisation Form, email from the client requesting transfer of funds and Authorisation Form – EFT of client monies from Goodall Co Trust Account – (found in *Public\Administration\Templates and Forms\Tax Return Lodgement Forms\Lodgement Authorisation form.*

STAFF INITIAL:_____   DATE:_____

PARTNER/DIRECTOR (Royce or Lindy)

6 Approval of Director/ Partner? (Y/N)_____

7 Signature:_____

8 Date Approved:_____

JESS (ZD back up)

9 Confirm form completed and RG, BG or LF has approved.

10 Confirm written consent from client.

11 Transfer refund into clients nominated account.

12 Attach payment confirmation to this form

STAFF INITIAL:_____   DATE:_____

ZOE (AF back up) – To be checked immediately after transfer

13 Confirm BSB, Account number, Account Name and ATO Refund Amount is correctly transferred

14 Give Isa the NOA (client copy)

STAFF INITIAL:_____   DATE:_____

ISA (AF back up)

15 Scan NOA and EFT confirmation to clients folder and email with standard email template saved: Public\Administration\Admin Procedures File\1. Admin\1.1 Daily Tasks\1.1.6 FFR Email Template

16 Stamp NOA with "Emailed NOA Copy" stamp and place in individual filing tray

17 File behind ID desk in Trust Account Transfers – Transfers/Bank Authorisations.

STAFF INITIAL:_____   DATE:_____