

# RESPONSIBILITIES OF ACCOUNTING SUBSCRIBERS

## Accountant

- ☎ Accountant calls to discuss progress.
- ✉ Email communications from Bookkeepers and Accountants about your files.
- 💻 Preparation and lodgement of BAS / TAXES with the ATO in a timely manner.
- 📄 Lodge Tax Returns when they have been signed.

## Client

- ☎ Make sure you keep all scheduled meetings with Accountants.
- ✉ Check and reply to all Empire email communication in a timely manner.
- ❓ Update us with any change in personal or business circumstance.
- 💻 Check your MyGov every month.
- 📄 Return and sign any tax documents before lodgment.

*The Empire Team*



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