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ABN 65 302 567 149

Incorporating:

BJSMA Accountants
Finserv Pty Ltd
Treasurer Accountants
I R Khan & Co Pty Limited

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Dear Client

2021 Individual Income Tax Return Checklist v2021.05.07

Please find attached a link to download our 2021 Income Tax Checklist, for your information and completion :

1. [LMS ADVISORY - 2021 Individual Tax Return Checklist - Excel Format](#)
2. [LMS ADVISORY - 2021 Individual Tax Return Checklist \(PDF\)](#)

We are located at Level 6, 91 George Street, Parramatta. Office hours are 9.00am to 5.00pm. The office is often closed to in-person appointments by necessity in order for us to comply with NSW Covid19 lockdowns. If you are looking to book an in person advice consultation with one of our accountants, you can schedule for later in the year. Appointments outside of office hours and on Saturdays are available by Zoom only. Please speak to your accountant or one our admin team to schedule, as different accountants have different availabilities/pre-commitments.

From 1 July 2021, our fee for the preparation of a basic 2021 Income Tax Return starts at \$250 + GST

Due to Covid-19 safety measures put in place to make LMS Advisory a **Covidsafe** business, in-office consultations will be extremely limited until January 2022 at the earliest. To maintain a personal connection with our clients, we have invested significantly in digital technologies which will enable you to discuss your tax affairs via Zoom, Teams or over the phone. These discussions with your accountant can be either in advance or post-completion of your returns. In most cases, the entire return process can be managed remotely without the inconvenience of needing to attend the office, navigate roadworks and find parking in Parramatta. We prefer Zoom appointments for discussion of your returns; we never need to cancel these appointments.

Our preferred and most efficient method of receiving your tax paperwork is by scanning and emailing your checklist and associated work papers/receipts to admin@lmsadvisory.com.au . **If you book an appointment, we request send your documentation at least 48 hours in advance to give us time to review and prepare.** Please remember to include the completed checklist with your work papers when you return it to us.

In 2021 **all completed tax returns will be emailed to you for electronic signature using DocuSign** . This is completely secure and unique to your email address which only you can access. We were fully utilising the DocuSign Electronic digital signature process in 2020 and it has enabled us to continue working for you completely even during Covid19 lockdowns.

If you would like more information regarding any of the above, please read our [2021 Tax Return Update for clients](#) or contact our office.

We look forward to working with you again soon.

Kind Regards



Alexander Laureti
Director