



"Your Compliance and Payroll Professionals"

NEW CLIENT DETAILS

COMPANY INFORMATION	
Company Name / Trading Name:	
ABN Number:	
Address:	
Preferred Superannuation Default Fund:	
What is your current BAS cycle: <small>(Monthly, Quarterly, Annually)</small>	M <input type="checkbox"/> Q <input type="checkbox"/> A <input type="checkbox"/>
What is your ATO / PAYG Instalment / Remittance Cycle:	
Are you registered for Online Banking?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is your Bank ID (DEID) and Bank Code / or Direct Entry User No.?	
Which Bank do you currently Bank with?	
What is the Bank Helpline Number:	
PAYROLL INFORMATION	
How many Employees to be payrolled currently:	
When do you run your payroll? <small>(Weekly, Fortnightly, Monthly)</small>	W <input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/>
On which day of the week do you run your payroll? <small>(If monthly payments cycle 4 weekly or on a particular day per month)</small>	
Do you have more than one pay cycle:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you pay bonus's or commissions:	
Are there currently any salary sacrifice arrangements in place?	
Are there currently any child support arrangements in place for any of your staff?	
If yes, are you registered on line to remit these payments?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes, would you authorise WageSmart to log in to access this information on your behalf? (This will enable us to keep abreast of adjustments and updates)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SUPERANNUATION INFORMATION		
How many Superannuation funds do you currently contribute to?		
Are these Superannuation payments monthly or quarterly?	Mthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>
FRINGE BENEFITS TAX		
Are there any FBT arrangements in place currently?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will WageSmart be required to arrange and prepare the FBT return? (Please note an administration fee could be applicable to this service in addition to the quotation provided)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
DATA INFORMATION		
Please confirm that you are able to provide the following information from your current system: <ul style="list-style-type: none"> ❖ Employee Details for Employee Form ❖ Leave Balances as per Employee Form You will need to provide the completed Employee Details form before commencement.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
BUSINESS ADMINISTRATION		
How many different EBA's Workplace agreements or awards do you administer? Please advise specific awards where applicable?		
How many different allowances do you pay?		
Are these different for each award group and based on hours worked?		
How many different deductions do you pay?		
Are these different for each award group and based on hours worked?		
Do you pay RDO's (Rostered Days Off) or TOIL (Time off in Lieu)?		
Please advise details of any unusual or special employment conditions / benefits that you need to administer?		
REPORTS / PAYSLEIPS		
Please advise any special payroll report requirements?		
Do you have any special Payslip requirements?		
Do all your staff receive the same payslip and payslip information?		
How would you like WageSmart to distribute the payslips to your staff (Email / Hardcopy mailed out to their respective addresses)	Email <input type="checkbox"/>	Post <input type="checkbox"/>

Do you want leave entitlements noted on the pay slip?	AL <input type="checkbox"/> SL <input type="checkbox"/> CL <input type="checkbox"/>
OTHER COMMENTS / GENERAL	
Do you have any other specific concerns or issues you would like to address with regard to your current payroll process?	
Please advise any further information you feel is relevant for us to know in providing you superior payroll administration services:	
As a pre-live test, WageSmart would like you to provide payroll data for one pay cycle to facilitate a test run prior to going live. Do you consent?	Yes <input type="checkbox"/> No <input type="checkbox"/>



TERMS OF BUSINESS

This Payroll / Administration quotation is based on the commitment and services outlined in the quotation provided.

This quotation does not provide for F.B.T. (Fringe Benefits Tax) or Salary Sacrifice arrangements. Quotations can be provided for this service if required in the future.

This quotation and proposal is exclusive of Consultancy Services in the areas of ongoing Human Resource Management, Industrial Relations Consultancy, Mediation Services, Accounts and or Bookkeeping Services. These services where ever required will be billable as per the schedule of fee's.

We would be happy to provide any or all of these services and individual proposals where required.

It is our mutual understanding that the offer is for Payroll Administration / Management Services. The client will remain the Employer and as such accepts all responsibilities associated with regard to the Employees work cover, public liability, payment of wages and workplace health and safety responsibilities.

At all times Wagesmart will respect the privacy of individual's information in line with the Privacy Act. Wagesmart will also act in the strictest confidence in regard to any of our client's business and wage information that we may be privy to throughout our business association.

A notice period is required of four (4 weeks) prior to cancellation of the provision of Payroll Management / Administrative Services. At the cessation of our association, all relevant records will be released to the Client. Please refer to the schedule of fees for administration costs associated with cancellation.

The client must provide accurate information with regard to the current workplace arrangements. WageSmart cannot be held liable where industrial action is taken if a Client has not disclosed accurate information with regard to agreements in place and accurate information as part of the client details form.

WageSmart indemnify themselves from any liability how so ever where by the client delays or defaults in authorising the ABA file and as such wages payments to staff, PAYG payments, Superannuation Guarantee Payments and all other legislative commitments are delayed or miss deadlines.

WageSmart will include all invoice payments as part of the pay cycle authorisation (ABA file). All invoices must be paid on day of payroll processing and distribution into the staff's bank accounts. Failure to authorise the invoice payment as part of this process could result in future delays with regard to payroll processing.

Acknowledgement and acceptance of Quotation.

I hereby acknowledge that I have read and understood the terms and conditions outlined to me as well as the Schedule of Fee's. I also acknowledge that the information I have provided in the client details form is true and correct.

Signed for
on behalf of _____

Date: _____