OUTSTANDING CHEQUES (Please turnover page for instructions)

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NAME:	QUARTER END:	BANK ACCOUNT:
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DATE	CHEQUE NUMBER	CHEQUE AMOUNT	TAX INVOICE?	GST AMOUNT	DESCRIPTION	CODE TO (Office use only)

Tel (07) 4983 9999 Fax (07) 4983 9909 Rockhampton 18 East Street PO Box 740 Rockhampton QLD 4700

Tel (07) 4930 0600 Fax (07) 4983 9909 hhhpartners.com.au accountants@hhhpartners.com.a



BANKLINK CODING REPORT

Please complete the forms that are attached to the back of your BankLink Coding Report:

CASH TRANSACTIONS (YELLOW SHEET)

Please provide details of transactions paid for by cash.

OUTSTANDING CHEQUES (GREEN SHEET)

Please provide details of any additional cheques you have written up to and including the quarter end date, which have not been included on your coding report.

DIESEL FUEL REBATE CLAIM (BLUE SHEET)

Don't forget that HHH Partners do not know your day-to-day use of diesel fuel and therefore cannot accept simply receiving fuel tax invoices to complete the 7C or 7D section of your BAS. You must complete the attached Diesel Fuel Rebate Claim form if you want to make a claim

Please complete these forms and return them to our office in the enclosed Reply Paid envelope, or emailing or faxing to the number below at your earliest convenience.

