



FNSTPB411

ASSESSOR GUIDE

Complete business activity and instalment activity statements

Assessment 1 of 4

Short Answer Questions

Tax Practitioners Board (TPB) BAS agent registration

In Australia, if you want to provide BAS services for a fee or other reward, you must be registered with the Tax Practitioners Board (TPB).

To become a registered BAS agent, you must satisfy specific qualifications and experience requirements, which are set out in the Tax Agent Services Regulations 2022 (TASR).

You may apply to register as a BAS agent through one of two options outlined in the TASR (item 101 or 102), depending on your experience.

	Primary qualification	Board approved course in GST/BAS taxation principles	Voting member of a recognised BAS or tax agent association	Relevant experience
Accounting qualifications	At least Certificate IV Financial Services in bookkeeping or accounting	✓	✗	1,400 hours in past four years
Professional association membership	At least Certificate IV Financial Services in bookkeeping or accounting	✓	✓	1,000 hours in past four years

Summary of qualifications and experience requirements

- Item 101 - Accounting qualifications
 - A Certificate IV Financial Services (or a higher award) in bookkeeping or accounting from a registered training organisation or an equivalent institution
 - Board approved course in basic GST/BAS taxation principles (GST/BAS course)
 - 1,400 hours of relevant experience in the past four years.
- Item 102 - Professional association membership
 - A Certificate IV Financial Services (or a higher award) in bookkeeping or accounting from a registered training organisation or an equivalent institution
 - Board approved course in basic GST/BAS taxation principles (GST/BAS course)
 - A voting member of a recognised BAS or tax agent association
 - 1,000 hours of relevant experience in the past four years.

Board approved courses

Board approved courses are nationally recognised units approved by the Tax Practitioners Board (TPB) for registration purposes.

FNSTPB411 - Complete business activity and instalment activity statements, and FNSTPB412 - Establish and maintain payroll systems are included in this FNS40222 Certificate IV in accounting and bookkeeping qualification. Together they meet the TPB approved course in basic GST/BAS taxation principles (GST/BAS course) academic requirements for registration as a BAS agent.

More information on [BAS agent registration](#) can be found on the TPB website.

Assessment Instructions

Task overview

This assessment task is divided into 38 short answer questions. Read each question carefully before typing your response in the space provided.

Additional resources and supporting documents

To complete this assessment, you will need:

- Computer with internet access
- Access to the learning material
- Access to ATO and TPB materials from the ATO and TPB websites.

Assessment Information

Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment (e.g. allowing additional time)
- the evidence gathering techniques (e.g. oral rather than written questioning, use of a scribe, modifications to equipment)

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

Student Instructions

This is an open book written assessment. You can use your learning materials as a reference.

There are 38 questions, and some questions may have sub-parts. You must answer all questions and their parts correctly in the t spaces provided to achieve a satisfactory outcome for this assessment.

Assessor Instructions

Purpose of the Task

This assessment requires students to answer 38 short answer questions to demonstrate that they understand the knowledge required for this unit.

Reassessment Arrangements

If students answer any questions in this assessment incorrectly, they will need to be given an appropriate time to resubmit. Students should only redo questions that are incorrect; however, they will need to resubmit the entire assessment.

Guidance to Assessors About this Assessment

Students can be given the opportunity to answer questions verbally if appropriate. Benchmark responses for each question have been provided.

Question 1

Describe one (1) research method you could use to update your knowledge of professional and legislative requirements relating to business and instalment activity statements.

(Approximate word count: 5-10 words)

Assessor Instructions

Students must describe one (1) research method they could use to update their knowledge of professional and legislative requirements relating to business and instalment activity statements. The answer provided by the student must reflect the exemplar answers below.

Answer Question 1.

- Using the Internet to identify sources of information
- Reviewing articles in journals and newspapers
- Interviewing other professionals

Question 2

List two (2) sources of information that you could use to update your knowledge of professional and legislative requirements relating to business and instalment activity statements.

(Approximate word count: 2-10 words)

Assessor Instructions

Students must list two (2) sources of information that they could use to update their knowledge of professional and legislative requirements relating to business and instalment activity statements. The answer provided by the student must reflect the exemplar answers below.

Answer Question 2.

- Internet
- Articles in journals and newspapers
- Other professionals
- Networks such as LinkedIn
- Professional Associations
- Australian Taxation Office
- Legislation
- Tax Practitioners Board

Question 3

List the eight (8) Parts included in the Tax Agent Services Act 2009.

(Approximate word count: 30–35 words)

Assessor Instructions

Students must list the eight (8) Parts included in the Tax Agent Services Act 2009. The answer provided by the student must match the exemplar answers below.

Answer Question 3.

- Part 1—Introduction
- Part 2—Registration
- Part 3—The Code of Professional Conduct
- Part 4—Termination of registration
- Part 5—Civil penalties
- Part 6—The Tax Practitioners Board
- Part 7—Miscellaneous
- Part 8—Interpretation

Question 4

Research and record who must register as a BAS agent with the Tax Practitioners Board.

(Approximate word count: 10-15 words)

Assessor Instructions

Students must research and record who must register as a BAS agent with the Tax Practitioners Board. The answer provided by the student must match the exemplar answers below.

Answer Question 4.

Anyone who provides BAS services for a fee or other reward.

[Who needs to register as a BAS agent? | TPB](#)

Question 5

Research the educational requirements for persons seeking to register as a BAS Agent with the Tax Practitioners Board. Record your findings and a link to where you sourced the information in the space below.

(Approximate word count: 100-110 words)

Assessor Instructions

The student must research the educational requirements for persons seeking to register as a BAS Agent with the Tax Practitioners Board. They must then record their findings and a link to where they sourced the information in the space below. The answer provided by the student must match the educational requirements in the exemplar answers below.

Answer Question 5.

To register as a BAS Agent, you must have:

- Been awarded a Certificate IV or higher qualification (for example, a diploma, Advanced diploma or degree) in bookkeeping or accounting. The qualification must have been obtained from a registered training organisation or an equivalent institution.
- Also completed a Board approved course in basic GST/BAS taxation principles (also known as GST/BAS course). This course may be included in the primary qualification. The Board approved GST/BAS course should include a component in the Tax Agent Services Act 2009 (TASA), including the Code of Professional Conduct (Code). Otherwise, you must have completed a separate unit covering this component.

	Primary qualification	Board approved course in GST/BAS taxation principles	Voting member of a recognised BAS or tax agent association	Relevant experience
Accounting qualifications ¹⁰¹	At least Certificate IV Financial Services in bookkeeping or accounting	✓	✗	1,400 hours in past four years
Professional association membership ¹⁰²	At least Certificate IV Financial Services in bookkeeping or accounting	✓	✓	1,000 hours in past four years

[Qualifications and experience for BAS agents | TPB](#)

Question 6

Explain the requirements for a Fit and Proper person to register as a BAS Agent with the Tax Practitioners Board.

(Approximate word count: 200-220 words)

Assessor Instructions

The student must explain the requirements for a Fit and Proper person to register as a BAS Agent with the Tax Practitioners Board. The answer provided by the student must reflect the exemplar answers below.

Answer Question 6.

To be eligible for registration, an applicant must satisfy a fit and proper person requirement. The fit and proper person requirement apply to:

individual applicants

each partner and director in respect of partnership and company applicants.

In deciding whether an individual is a fit and proper person, the TPB considers the following:

- Whether the individual is of good fame, integrity, and character
- Whether any of the following events have occurred during the previous five years:
 - the individual has been convicted of a serious taxation offence
 - the individual has been convicted of an offence involving fraud or dishonesty
 - the individual has been penalised for being a promoter of a tax exploitation scheme
 - the individual has been penalised for implementing a scheme that has been promoted based on conformity with a product ruling in a way that is materially different from that described in the product ruling
 - the individual has had the status of an undischarged bankrupt
 - the individual has been sentenced to a term of imprisonment or served a term of imprisonment in whole or part.

If a registered tax agent, BAS agent or tax (financial) adviser ceases to meet the fit and proper person requirement, the TPB may decide to terminate their registration.

[Fit and proper requirements for BAS agents | TPB](#)

Question 7

Explain the Code of Professional Conduct for BAS agents as stated in the Tax Agent Services Act 2009. Give at least seven (7) examples of expected codes of behaviour.

(Approximate word count: 200-220 words)

Assessor Instructions

The student must explain the Code of Professional Conduct for BAS agents as stated in the Tax Agent Services Act 2009 and give at least seven (7) examples of expected codes of behaviour. The answer provided by the student must reflect the exemplar answers below and include any seven (7) of the listed examples of expected codes of behaviour.

Answer Question 7.

The Code of Professional Conduct (Code) regulates registered BAS agents' personal and professional conduct. The Code is a statement of principles, and the Board may issue binding written guidelines for interpreting and applying the Code of Professional Conduct.

The Code sets out principles under five separate categories.

Honesty and integrity

1. You must act honestly and with integrity.
2. You must comply with the taxation laws in the conduct of your personal affairs.
3. If you:
 - receive money or other property from or on behalf of a client, and
 - hold the money or other property in trustyou must account to your client for the money or other property.

Independence

4. You must act lawfully in the best interests of your client.
5. You must have adequate arrangements for managing conflicts of interest that may arise in relation to the activities you undertake in the capacity of a registered BAS agent.

Confidentiality

6. Unless you have a legal duty to do so, you must not disclose any information relating to a client's affairs to a third party without your client's permission.

Competence

7. You must ensure that BAS services that you provide, or are provided on your behalf, are provided competently.
8. You must maintain knowledge and skills relevant to the BAS services you provide.
9. You must take reasonable care in ascertaining a client's state of affairs, to the extent that ascertaining the state of those affairs is relevant to a statement you are making or a thing you are doing on behalf of a client.
10. You must take reasonable care to ensure that taxation laws are applied correctly to the circumstances in relation to which you are providing advice to a client.

Other responsibilities

11. You must not knowingly obstruct the proper administration of the taxation laws.
12. You must advise your client of the client's rights and obligations under the taxation laws that are materially related to the BAS services you provide.
13. You must maintain the professional indemnity insurance that the Board requires you to maintain.
14. You must respond to requests and directions from the Board in a timely, responsible and reasonable manner.

From 1 January 2024

15. You must not employ, or use the services of, an entity to provide tax agent services on your behalf if:
 - a. you know, or ought reasonably to know, that the entity is a disqualified entity; and
 - b. the Board has not given you approval under section 45-5 to employ or use the services of, the disqualified entity to provide tax agent services on your behalf.
16. You must not provide tax agent services in connection with an arrangement with an entity that you know, or ought reasonably to know, is a disqualified entity.
17. You must comply with any obligations determined under section 30-12.

[Code of Professional Conduct | Tax Practitioners Board \(tpb.gov.au\)](#)

Question 8

Give three (3) examples of administrative sanctions that the TPB may apply for failure to comply with the Code of Professional Conduct.

(Approximate word count: 40-50 words)

Assessor Instructions

The student must provide three (3) examples of administrative sanctions that the TPB may apply for failure to comply with the Code of Professional Conduct. The answer provided by the student must include three (3) of the administrative sanctions, included in the exemplar answer below.

Answer Question 8.
<ul style="list-style-type: none">• A written caution• An order requiring the tax practitioner to:<ul style="list-style-type: none">◦ respond to requests and directions from the Board◦ complete a course of education or training we specify◦ only provide certain services◦ provide services only under supervision.• Suspension of registration for a certain period• Termination of registration. <p>Failing to comply with your BAS agent obligations TPB</p>

Question 9

In your own words, explain Fringe Benefits Tax (FBT) as defined in the Fringe Benefits Tax Assessment Act. Provide three examples of what is considered fringe benefits for tax purposes.

(Approximate word count: 40-50 words)

Assessor Instructions

In their own words, the student must explain Fringe Benefits Tax (FBT) as defined in the Fringe Benefits Tax Assessment Act and provide three examples of what is considered a fringe benefit for tax purposes. The answer provided by the student must reflect the exemplar answers below and include three examples of a fringe benefit.

Answer Question 9.
Fringe Benefits Tax (FBT)
FBT is tax paid by employers on certain benefits they provide to their employees, their families, or other associates. FBT applies even if a third party provides the benefit under an arrangement with the employer. Fringe benefits tax (FBT) Australian Taxation Office (ato.gov.au)
Three (3) examples of a fringe benefit for tax purposes
<ul style="list-style-type: none">• Car fringe benefits• Car leasing fringe benefits• Car parking fringe benefits• Entertainment related fringe benefits• Expense payment fringe benefits• Debt waiver fringe benefits• Loan fringe benefits• Housing fringe benefits

- Board fringe benefits
- Living away from home allowance fringe benefits
- Property fringe benefits
- Residual fringe benefits

[Types of fringe benefits | Australian Taxation Office \(ato.gov.au\)](#)

Question 10

Explain the purpose of A New Tax System (Goods and Services Tax) Act 1999, the date it was passed and the date it became operational.

(Approximate word count: 70-80 words)

Assessor Instructions

The student must explain the purpose of the A New Tax System (Goods and Services Tax) Act 1999, the date it was passed and the date it became operational. The answer provided by the student must reflect the exemplar answers below.

Answer Question 10.

This legislation was passed on 28 June 1999 and came into operation on 1 July 2000. The Act provides for the administration of the goods and services tax and related purposes.

It begins in Chapter 2 with the basic rules about the GST and then sets out in Chapter 3 the exemptions from the GST and in Chapter 4 the special rules that can apply in particular cases. It concludes with definitions and other interpretative material.

[A New Tax System \(Goods and Services Tax\) Act 1999 \(legislation.gov.au\)](#)

Question 11

Explain your other obligations as a taxpayer under the Income Tax Assessment Act 1997.

(Approximate word count: 130-140 words)

Assessor Instructions

The student must explain their obligations as a taxpayer under the Income Tax Assessment Act 1997. The answer provided by the student must reflect the exemplar answers below.

Answer Question 11.

(1) Besides paying instalments and the rest of your income tax, your main obligations as a taxpayer are:

(a) to keep records and provide information as required by:

the *Income Tax Assessment Act 1936*; and
Division 900 (which sets out substantiation rules) of this Act; and
(b) to lodge returns as required by:
the *Income Tax Assessment Act 1936*.

Tax file numbers

(2) Under Part VA of the *Income Tax Assessment Act 1936*, a tax file number can be issued to you. You are not obliged to apply for a tax file number. However, if you do not quote one in certain situations:

you may become liable for instalments of income tax that would not otherwise have been payable.

the amount of certain of your instalments of income tax may be increased.

[Income Tax Assessment Act 1997 \(legislation.gov.au\)](#) Chapter 1 Part 3-10

Question 12

List three (3) topics covered under Part IIA of the Tax Administration Act 1953.

(Approximate word count: 10 - 25 words)

Assessor Instructions

The student must list three (3) topics covered under Part IIA of the Tax Administration Act 1953. The answer provided by the student must match three (3) of the topics in the exemplar answers below.

Answer Question 12.

8AAA - Overview
8AAB - When the general interest charge applies
8AAC - Amount of the general interest charge
8AAD - What is the general interest charge rate?
8AAE - When the charge is due and payable
8AAF - Notification by Commissioner
8AAG - Remission of the charge
8AAGA - Rounding of the charge
8AAH - Judgment for payment of an unpaid amount

[Taxation Administration Act 1953 \(legislation.gov.au\)](#)

Question 13

Explain the purpose of the wine equalisation tax (WET).

(Approximate word count: 80-90 words)

Assessor Instructions

The student must explain the purpose of the wine equalisation tax (WET). The answer provided by the student must reflect the exemplar answers below.

Answer Question 13.

WET is a tax of 29% of the wholesale value of wine. It is generally only payable if you are registered or required to be registered for GST.

It is designed to be paid on the last wholesale sale of wine, usually between the wholesaler and retailer. WET may apply in other circumstances, such as cellar door sales or tastings, where there hasn't been a wholesale sale. WET is also payable on imports of wine (whether or not you are registered for GST).

[Wine equalisation tax | Australian Taxation Office \(ato.gov.au\)](#)

Question 14

Research the purpose of the luxury car tax (LCT) and how it is reported. Record your findings and a link to where you sourced the information in the space below.

(Approximate word count: 110-120 words)

Assessor Instructions

The student must research the purpose of the luxury car tax (LCT) and how it is reported. They must then record their findings and a link to where they sourced the information in the space below. The answer provided by the student must reflect the exemplar answers below.

Answer Question 14.

Luxury car tax (LCT) is a 33% tax on cars with value (including GST) above the ATO's set threshold. This tax only applies to the portion of the car's value that is above the threshold, not the total value of the car.

LCT is paid by businesses that sell or import luxury cars (dealers) and individuals who import luxury cars.

You report and pay luxury car tax (LCT) on your activity statement the same way you do other business taxes. You account for LCT using the same tax period as you do for GST. Depending on your circumstances, you pay LCT on a monthly, quarterly or annual basis.

[Luxury car tax \(LCT\) | Australian Taxation Office \(ato.gov.au\)](#)

Question 15

Research the purpose of the fuel tax credits and how they are reported. Record your findings and a link to where you sourced the information in the space below.

(Approximate word count: 150-160 words)

Assessor Instructions

The student must research the purpose of the fuel tax credits and how they are reported. They then must then record their findings and a link to where they sourced the information in the space below. The answer provided by the student must reflect the exemplar answers below.

Answer Question 15.

Fuel tax credits provide businesses with a credit for the fuel tax (excise or customs duty) that's included in the price of fuel used in:

- machinery
- plant
- equipment
- heavy vehicles
- light vehicles travelling off public roads or on private roads.

The amount depends on when you acquire the fuel, what fuel you use, and the activity you use it in. Fuel tax credits rates also change regularly.

Some fuels and activities are not eligible, including fuel you use in light vehicles of 4.5 tonnes gross vehicle mass (GVM) or less, travelling on public roads.

You claim fuel tax credits on your business activity statement (BAS) in the same way as you claim GST credits.

You can claim fuel tax credits at the time you acquire the fuel.

You must claim within four years. The four years starts from the day after you are required to lodge the BAS for the tax period in which the fuel was acquired.

[Fuel tax credits - business | Australian Taxation Office \(ato.gov.au\)](#)

Question 16

Research and explain the concept of pay as you go (PAYG) withholding and how this is reported if not finalised through single-touch payroll (STP).

(Approximate word count: 100-110 words)

Assessor Instructions

The student must research and explain the concept of PAYG withholding and how this is reported if not finalised through single touch payroll (STP). The answer provided by the student must reflect the exemplar answers below.

Answer Question 16.

Employers are required by law to assist their payees in meeting their end-of-year tax liabilities. They do this by collecting PAYG withholding amounts from payments you make to:

- their employees
- other workers, such as contractors that you have voluntary agreements with
- businesses that don't quote their Australian business number (ABN).

At the end of each financial year, employers must lodge a PAYG withholding annual report for all payments not reported and finalised through Single Touch Payroll (STP).

The report must include:

- all non-STP reported payments you made to payees during the financial year
- the amounts you withheld from those payments.

[PAYG withholding | Australian Taxation Office \(ato.gov.au\)](#)

Question 17

List three (3) circumstances where a payee may also need to withhold tax from payments for reasons other than income from employment.

(Approximate word count: 20-35 words)

Assessor Instructions

The student must list three (3) circumstances where a payee may also need to withhold tax from payments for reasons other than income from employment. The answer provided by the student must match three (3) of the circumstances in the exemplar answers below.

Answer Question 17.

- Investment income to someone who does not provide their TFN
- Dividends, interest and royalties paid to non-residents of Australia
- Payments to certain foreign residents for activities related to gaming, entertainment and sports, and construction
- Payments to Australian residents working overseas
- Super income streams and annuities
- Payments made to beneficiaries of closely held trusts

[Payments you need to withhold from | Australian Taxation Office \(ato.gov.au\)](#)

Question 18

Access [Hiring employees' checklist | business.gov.au](#) . List three (3) obligations a business has when hiring a new employee.

(Approximate word count: 20-50 words)

Assessor Instructions

The student must list three (3) obligations a business has when hiring a new employee. The answer provided by the student must reflect three (3) of the obligations in the exemplar answers below.

Answer Question 18.

- Check the employee can legally work in Australia
- Check any industry licence and permit requirements
- Induct the new employee
- Provide the employee with information on their entitlements
- Provide the employee with a Fair Work Information Statement (FWIS)
- If they're a casual employee, provide them with a Casual Employment Information Statement
- If an award covers the employee, you must make the relevant award readily available to them
- Ask your new employee to complete a tax file number (TFN) declaration form
- Ask your new employee to complete a Standard Choice Superannuation form

- Provide the new employee with information on work health and safety (WHS) and their WHS obligations

[Hiring employee's checklist | business.gov.au](https://www.business.gov.au)

Question 19

Explain what is meant by personal information under the Federal Privacy Act 1988.

(Approximate word count: 40-50 words)

List three (3) examples of private information you may collect from an employee.

(Approximate word count: 3-10 words)

Assessor Instructions

The student must define personal information under the Federal Privacy Act 1988. The answer provided by the student must match the exemplar answer below.

The student must list three (3) examples of private information you may collect from an employee. The answer provided by the student must reflect three of the exemplar answers below.

Answer Question 19.
Personal information defined under the Federal Privacy Act 1988
<p>Personal information means information or an opinion about an identified individual or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> (a) whether the information or opinion is true or not; and (b) whether the information or opinion is recorded in a material form or not. <p>What is personal information? - Home (oaic.gov.au)</p>
Three (3) examples of private information you may collect from an employee
<ul style="list-style-type: none"> • name • address • phone number • date of birth • age • bank or credit card details • medical records

Question 20

Outline each of the thirteen Australian Privacy Principles (AAPs).

(Approximate word count: 10 -50 words per AAP)

Assessor Instructions

The student must outline the thirteen Australian Privacy Principles (AAPs). The answer provided by the student must reflect the exemplar answer below.

Answer Question 20.	
AAP No.	Brief Outline
APP 1	Ensures that APP entities manage personal information in an open and transparent way. This includes having a clearly expressed and up to date APP privacy policy.
APP 2	Requires APP entities to give individuals the option of not identifying themselves or of using a pseudonym. Limited exceptions apply.
APP 3	Outlines when an APP entity can collect personal information that is solicited. It applies higher standards to the collection of sensitive information.
APP 4	Outlines how APP entities must deal with unsolicited personal information.
APP 5	Outlines when and in what circumstances an APP entity that collects personal information must tell an individual about certain matters.
APP 6	Outlines the circumstances in which an APP entity may use or disclose personal information that it holds.
APP 7	An organisation may only use or disclose personal information for direct marketing purposes if certain conditions are met.
APP 8	Outlines the steps an APP entity must take to protect personal information before it is disclosed overseas.
APP 9	Outlines the limited circumstances when an organisation may adopt a government related identifier of an individual as its identifier or use or disclose a government related identifier of an individual.
APP 10	An APP entity must take reasonable steps to ensure the personal information it collects is accurate, up to date and complete. An entity must also take reasonable steps to ensure the personal information it uses or discloses is accurate, up to date, complete and relevant, having regard to the purpose of the use or disclosure.
APP 11	An APP entity must take reasonable steps to protect the personal information it holds from misuse, interference and loss, and unauthorised access, modification or disclosure. An entity has obligations to destroy or de-identify personal information in certain circumstances.
APP 12	Outlines an APP entity's obligations when an individual requests to be given access to personal information held about them by the entity. This includes a requirement to provide access unless a specific exception applies.
APP 13	Outlines an APP entity's obligations in relation to correcting the personal information it holds about individuals. Australian Privacy Principles quick reference - Home (oaic.gov.au)

Question 21

Identify the obligations Item 6 of the Tax Practitioners Board Code of Professional Conduct (Code) imposes on BAS agents.

(Approximate word count: 70-80 words)

Assessor Instructions

The student must identify the obligations Item 6 of the Tax Practitioners Board Code of Professional Conduct (Code) imposes on BAS agents. The answer provided by the student must reflect the exemplar answer below.

Answer Question 21.

You must not disclose information relating to a client's (or a former client's) affairs to a third party unless you have:

- obtained the client's permission; or
- a legal duty to do so.

'Information' refers to the knowledge you have acquired or derived about a client, whether directly or indirectly. It is only necessary that the information relates to a client's affairs. Further, the information does not have to necessarily belong to the client.

[Confidentiality of client information | TPB](#)

Question 22

For each type of information business may be required to report, identify the annual report type and the date you are required to lodge the report with the ATO.

(Approximate word count: 20-30 words per type of information to report)

Assessor Instructions

The student must identify the annual report type and the date you are required to lodge the report with the ATO for each type of information business may be required to report. The answer provided by the student must match the exemplar answer below.

Answer Question 22.

Information to report	Annual report type	Report by Date
Wages, salaries and other work-related payments you paid	PAYG payment summary annual report. Able to lodge online using our <i>Online services for business</i>	14 August
Payments to and amounts withheld from businesses that did not quote their ABN to you	PAYG withholding where ABN not quoted – annual report (NAT 3448) Able to lodge online using the <i>Online services for business</i> <i>Secure mail</i>	31 October
Payments to foreign residents and amounts withheld from those payments	PAYG withholding annual report – payments to foreign residents (NAT 12413)	31 October
Information and amounts withheld from super payments paid to a temporary resident, permanently departing Australia	Departing Australia superannuation payment – withholding and reporting	31 October

[Annual reporting | Australian Taxation Office \(ato.gov.au\)](#)

Question 23

Explain the superannuation guarantee and employee eligibility for superannuation.

(Approximate word count: 180-190 words)

Assessor Instructions

The student must explain the superannuation guarantee and employee eligibility for superannuation. The answer provided by the student must reflect the exemplar answer below.

Answer Question 23.

Employers must pay the super guarantee to eligible workers to provide for their retirement.

Super guarantee (SG) is the minimum percentage of an employee's ordinary time earnings the employer has to pay into your super. The super guarantee as at 1 July 2022 is 10.5%.

From 1 July 2022, you are entitled to super guarantee contributions from your employer regardless of how much you earn if you satisfy all other eligibility requirements regardless of whether you are full time, part time or casual, or if you're a temporary resident of Australia.

Employers are not required to make super contributions if employees are:

under 18 years old, and work less than 30 hours per week

paid to do work of a private or domestic nature for 30 hours or less each week

a non-Australian resident, and you are paid to do work outside Australia

an Australian resident paid by a non-resident employer for work done outside Australia

a senior foreign executive on a certain class of visa

temporarily working in Australia for an overseas employer and are covered by the super provisions of a bilateral social security agreement.

[Employees | Australian Taxation Office \(ato.gov.au\)](https://ato.gov.au/employees)

Question 24

- a. Explain voluntary superannuation contributions. (Approximate word count: 70-80 words)
- b. What are the contribution caps? (Approximate word count: 60-70 words)

Assessor Instructions

- a. The student must explain voluntary superannuation contributions. The answer provided by the student must reflect the exemplar answer below.
- b. The student must identify what contribution caps are. The answer provided by the student must reflect the exemplar answers below.

Answer Question 24.

a. Voluntary superannuation contributions

There are two types of voluntary superannuation contributions:

- Concessional contributions, which include contributions made before tax is applied to your income, such as salary sacrifice, or to reduce your tax payable, such as personal deductible contributions. (SG payments also count as concessional contributions.)

- Non-concessional contributions, which include contributions made from your savings or monies from other sources, such as property net proceeds or inheritance, where tax has previously been applied.

[Growing your super | Australian Taxation Office \(ato.gov.au\)](#)

b. What are the contribution caps?

There are limits on how much you can contribute to super before you are forced to pay extra tax. The non-concessional (after-tax) contributions cap for the 2022/23 financial year is:

- \$110,000 per year; or
- \$330,000 in a rolling three-year period under the bring forward provision. If you're under age 75, you can bring forward two years of non-concessional contributions without triggering a tax penalty.

[Understanding contribution caps | Australian Taxation Office \(ato.gov.au\)](#)

Question 25

a. When must you provide a tax invoice?

(Approximate word count: 25-35 words)

b. List the information that must be included on an invoice for it to be a valid tax invoice.

(Approximate word count: 190-200 words)

Assessor Instructions

- The student must explain when you must provide a tax invoice. The answer provided by the student must match the exemplar answer below.
- The student must list the information that must be included on an invoice for it to be a valid tax invoice. The answer provided by the student must reflect the exemplar answers below and must include the seven (7) details listed for sales under \$1,000 and the three additional details for sales over \$1,000.

Answer Question 25.

a. When must you provide a tax invoice

If a customer asks for a tax invoice, you must provide one within 28 days, unless it is for a sale of \$82.50 (including GST) or less.

b. Information that must be included on an invoice for it to be a valid tax invoice

The information a tax invoice must include depends on:

- the sale amount
- the sale type (for example, a sale that includes both taxable and non-taxable items)
- who issues the tax invoice.

Sales under \$1,000

Tax invoices for taxable sales of less than \$1,000 must include enough information to clearly determine the following seven (7) details:

- the document is intended to be a tax invoice

- seller's identity
- seller's Australian business number (ABN)
- date the invoice was issued
- brief description of the items sold, including the quantity (if applicable) and the price
- GST amount (if any) payable – this can be shown separately or, if the GST amount is exactly one-eleventh of the total price, as a statement which says 'Total price includes GST'
- the extent to which each sale on the invoice is a taxable sale.

Sales of \$1,000 or more

Tax invoices for sales of \$1,000 or more also need to show:
GST included in each line item

the sale is clearly identified as being fully taxable by the words 'Total price includes GST'

the buyer's identity or ABN.

If your tax invoices meet the requirements for sales of \$1,000 or more, you can also use them for sales of lesser amounts.

[Tax invoices | Australian Taxation Office \(ato.gov.au\)](https://www.ato.gov.au/Tax-invoices)

Question 26

Research and document what action a business must take when it receives an invoice from a supplier with no ABN quoted. Include a link to where you sourced the information in your response.

(Approximate word count: 150-160 words)

Assessor Instructions

The student must research and document what action a business must take when it receives an invoice from a supplier with no ABN quoted. They must include a link to where they sourced the information in their response. The answer provided by the student must match the exemplar answers below.

Answer Question 26.

If the supplier does not provide an ABN and the total payment for goods and services is more than \$75 (excluding GST), you generally withhold the top rate of tax from the payment and pay it to the ATO.

If a supplier has applied for an ABN, you can offer to hold payment until they have obtained and quoted their ABN. This is a matter for the supplier and purchaser to work out. However, you must not make full payment to the supplier on the understanding that an ABN will be quoted later.

As you cannot claim the GST input tax credit for payments you have withheld from, you should keep records of these transactions separate from other payment records.

There are some payments from suppliers that you don't have to withhold tax from, regardless of whether an ABN is provided or not. However, you must have sufficient records to show the reason for not withholding.

[Withholding if ABN not provided | Australian Taxation Office \(ato.gov.au\)](https://www.ato.gov.au/Withholding-if-ABN-not-provided)

Question 27

What date are quarterly PAYG instalment activity statement (IAS) due?

(Approximate word count: 10-25 words)

Assessor Instructions

The student must provide the date quarterly PAYG instalment activity statements (IAS) are due. The answer provided by the student must match the exemplar answers below.

Answer Question 27.

Quarterly PAYG instalment activity statements are due on the 21st day of the month following the end of the reporting period.

Question 28

Research what information is reported on a Business Activity Statement (BAS). Provide three examples and a link to where you sourced the information in your response.

(Approximate word count: 20-30 words)

Assessor Instructions

The student must research and give three examples of information reported on a BAS. They must provide a link to where they sourced the information. The answer provided by the student must match three (3) of the exemplar answers below.

Answer Question 28.

- Goods and services tax (GST)
- Pay as you go (PAYG) Instalment
- Pay as you go (PAYG) Withholding
- Luxury car tax (LCT)
- Fringe benefits tax (FBT) Instalment
- Wine equalisation tax (WET)
- Fuel tax credits

[Business activity statements \(BAS\) | Australian Taxation Office \(ato.gov.au\)](#)

Question 29

List two taxes reportable on a BAS that may apply to a not-for-profit organisation.

(Approximate word count: 5-10 words)

Assessor Instructions

The student must list two taxes reportable on a BAS that may apply to a not-for-profit organisation. The answer provided by the student must match two (2) of the exemplar answers below.

Answer Question 29.

- income tax
- goods and services tax (GST)
- fringe benefits tax (FBT)

[Tax and fundraising | Australian Taxation Office \(ato.gov.au\)](#)

Question 30

Give five examples of work-related expenses that are tax deductible.

(Approximate word count: 5-100 words)

Assessor Instructions

The student must give five (5) examples of work-related expenses that are tax deductible. The answer provided by the student must match five (5) of the exemplar answers below.

Answer Question 30.

Car expenses

Travel expenses

Uniform, clothing and laundry expenses

Self-education expenses

Union fees and subscriptions to trade, business or professional associations

Overtime meal expenses provided that

you received a genuine overtime meal allowance from your employer that was paid under an industrial law, award or agreement

(An amount for overtime meals that has been included as part of your normal salary and wages – for example, under a workplace agreement – is not an overtime meal allowance.)

you purchased and consumed a meal during your overtime

you have included the amount of the meal allowance as income at Salary, wages, allowances, tips, bonuses, and

if your claim was more than \$32.50 per meal, you have written evidence such as receipts that shows the cost of the meals.

Professional seminars, courses, conferences and workshops

Reference books, technical journals and trade magazines

The work-related portion of tools and equipment and professional libraries.

you may be able to claim an immediate deduction for an item that costs \$300 or less

otherwise, claim a deduction for the decline in value of an item over its effective life.

The work-related portion of items that protect you from the risk of injury or illness posed by your work or your work environment, such as:

hard hats, safety glasses, sunscreens

other protective items you buy and use at work where your employment duties require you to have physical contact or be in close proximity to customers or clients
face masks where you are required to wear a mask at work because of COVID-19.
but not protective clothing and footwear, which you claim at Work-related clothing, laundry and dry-cleaning expenses
The work-related portion of the following costs:
interest on money borrowed to buy a computer
repair costs for the computer
the decline in value of the computer
internet access charges
phone calls
phone rental if you can show you were on call or were regularly required to phone your employer or clients while away from your workplace
the decline in value of your furniture and fittings utilised as a result of working from home
heating, cooling, lighting and cleaning costs incurred as a result of working from home
COVID-19 tests taken for work purposes, such as to determine if you can attend or remain at work.

[Deductions | Australian Taxation Office \(ato.gov.au\)](#)

Question 31

How long does the ATO require taxpayers to keep receipts for work-related expenses?

(Approximate word count: 10-15 words)

Assessor Instructions

The student must identify how long the ATO requires taxpayers to keep receipts for work-related expenses. The answer provided by the student must match the exemplar answers below.

Answer Question 31.

Five (5) years from the date you lodge your tax return.

[Records you need to keep | Australian Taxation Office \(ato.gov.au\)](#)

Question 32

Under what circumstances must a business register for GST?

(Approximate word count: 30-40 words)

Assessor Instructions

The student must identify under what circumstances a business must register for GST. The answer provided by the student must reflect the exemplar answers below.

Answer Question 32.

If you run a business or other enterprise and have a GST turnover of \$75,000 or more (\$150,000 or more for non-profit organisations), or you provide taxi travel (including ride-sourcing), you need to register for GST.

[How GST works | Australian Taxation Office \(ato.gov.au\)](https://www.ato.gov.au/How-GST-works/)

Question 33

Name the tax code, describe when it would be used and provide an example.

(Approximate word count: 15-40 words per tax code)

Assessor Instructions

The student must name the tax code, describe when it would be used and provide an example. The answer provided by the student must reflect the exemplar answers below.

Answer Question 33.		
Tax Code	Name	Description
GST	Goods & Services Tax	For sales/purchases that are subject to GST, e.g., consulting services, clothes, books etc.
FRE	GST-Free	for sales/purchases where the current rate of GST is NIL, e.g., basic food items, health services, etc.
N-T	No-Tax	For transactions that are not a good or service, e.g., transfers between bank accounts, fines and depreciation
GNR	GST Not Registered	For purchases where the supplier is not registered for GST but still has an ABN, e.g., computer repair sole trader, a contract cleaner
CAP	Capital Purchase	For purchase of capital assets, such as plant and equipment, motor vehicles, land and buildings
ABN	No ABN Withholding	For suppliers that have not quoted ABNs on their invoices or for amounts that are withheld from investment income because no tax file number was quoted, e.g., Contractor without an ABN

[Tax codes \(Australia\) - MYOB Business - MYOB Help Centre](#)

Question 34

Explain the term Input-taxed sale and provide an example.

(Approximate word count: 40-60 words)

Assessor Instructions

The student must explain the term Input-taxed sale and provide an example. The answer provided by the student must reflect the exemplar answers below.

Answer Question 34.

Input-taxed sales are sales of goods and services that don't include GST in the price. You can't claim GST credits for the GST included in the price of your 'inputs'.

The most common input-taxed sales are financial supplies (such as lending money or the provision of credit for a fee) and selling or renting out residential premises.

[Input-taxed sales | Australian Taxation Office \(ato.gov.au\)](#)

Question 35

Identify the governing body that regulates the Code of Professional Conduct for BAS agents.

Assessor Instructions

The student must identify the governing body that regulates the Code of Professional Conduct for BAS agents. The answer provided by the student must match the exemplar answers below.

Answer Question 35.

The Tax Practitioners Board (TPB)

Question 36

The second principle of the TASA 2009 Code of Professional Conduct states, "You must comply with the taxation laws in the conduct of your personal affairs." List two (2) ways you can apply this when preparing activity statements while working as a BAS agent. You may use online sources, but you must cite these in your answers.

(Approximate word count: 15-40 words)

Assessor Instructions

The student must list two (2) ways you can apply the second principle of the TASA 2009 Code of Professional Conduct when preparing activity statements while working as a BAS agent. The answer provided by the student must reflect the exemplar answers below.

Answer Question 36.

- Lodging your BAS Agent practice income tax returns and activity statements on time
- Ensuring not to use and take advantage of personal information collected from clients in the conduct of personal affairs, as per the Privacy Act
- Performing your duties and obligations under the taxation laws on time
- Meeting all statutory reporting requirements
- Always acting honestly and with integrity

Question 37

List five (5) example of services that can be provided by a Registered BAS Agent under the Tax Agent Services Act.

(Approximate word count: 80-120 words)

Answer Question 35.

The student must include five (5) of the following specified by the Tax Practitioners Board.

- Applying to the Registrar for an ABN on behalf of a client.
- Coding transactions, tax invoices and transferring data onto a computer program for clients through processes that require the interpretation or application of a BAS provision.
- Confirming figures to be included on a client's activity statement.
- Completing activity statements on behalf of an entity or instructing the entity which figures to include.
- Providing advice about or confirming the withholding tax obligations for the employees of a client.
- Services declared to be a BAS service by way of a legislative instrument issued by the TPB.
- Preparing and providing an income statement that may include reportable fringe benefits amounts and the reportable employer superannuation contributions.
- Registering or providing advice on registration for GST or PAYG withholding.
- Services under the Superannuation Guarantee (Administration) Act 1992 to the extent that they relate to a payroll function or payments to contractors.
- Advising about an SGC liability, including calculating the liability and preparing the SGC statement
- Advising about the offsetting of late payments of superannuation contributions against the SGC
- Completing the late payment offset election section of an SGC statement
- Representing a client in their dealings with the ATO relating to the SGC – lodging SGC statements, being an authorised contact relating to SG and SGC, and accessing these accounts in the ATO's online services for BAS agents
- Being an authorised contact with the ATO for payment arrangements relating to SGC account
- Being an authorised contact with the ATO for requesting penalty remissions relating to SGC
- Being an authorised contact for any audit or review activity undertaken by the ATO relating to SGC
- Determining and reporting the superannuation guarantee shortfall and associated administrative fees.
- Dealing with superannuation payments made through a clearing house.
- Completing and lodging the Taxable payments annual report to the ATO on behalf of a client.
- Sending a TFN declaration to the Commissioner on behalf of a client.

- Providing a payroll service which involves interpreting and applying a BAS provision, including reporting of employee payroll information through the use of STP enabled software.
- Undertaking a payroll compliance review, providing an assessment and/or opinion whether the client is compliant with one or more BAS provisions.
- Determining eligibility, providing advice and assisting eligible clients to elect to participate in the JobKeeper Payments scheme.
- Determining eligibility, providing advice and assisting eligible clients in relation to their Cashflow boost entitlements.
- Determining eligibility, providing advice and assisting eligible clients to claim the JobMaker Hiring Credit.

Source: Tax Practitioners Board. 2022. *BAS services*. [online] Available at: <<https://www.tpb.gov.au/bas-services>> [Accessed 17 October 2022].

Question 38

List five (5) example of services that can be provided by a Tax agent under the Tax Agent Services Act.

(Approximate word count: 80-120 words)

Answer Question 38.

The student must include five of the following specified by the Tax Practitioners Board.

- Preparing returns, notices, statements, applications or other documents about your client's liabilities, obligations or entitlements under a taxation law.
- Lodging returns, notices, statements, applications or other documents about your client's liabilities, obligations or entitlements under a taxation law.
- Assisting clients with tax concessions for expenditure incurred on research and development activities where the service involves the application of taxation laws.
- Preparing depreciation schedules on the deductibility of capital expenditure.
- Preparing or lodging objections on behalf of a taxpayer under Part IVC of the Taxation Administration Act 1953 (TAA) against an assessment, determination, notice or decision under a taxation law.
- Giving clients advice about a taxation law that they can reasonably be expected to rely on to satisfy their taxation obligations.
- Dealing with the Commissioner on behalf of clients.
- Applying to the Commissioner or the Administrative Appeals Tribunal (AAT) for a review of, or instituting an appeal against, a decision on an objection under Part IVC of the TAA.
- Reconciling BAS provision data entry to ascertain the figures to be included on a client's activity statement.
- Filling in an activity statement on behalf of a client or instructing them which figures to include.
- Ascertaining the withholding obligations for employees of your clients, including preparing income statements.
- Installing computer accounting software and determining default goods and services tax (GST) and other codes tailored to clients.

- Installing computer accounting software without determining default GST and other codes tailored to clients.
- Coding transactions, particularly in circumstances where it requires the interpretation or application of a taxation law.
- Providing a payroll service which involves interpreting and applying a taxation law, including reporting of employee payroll information through the use of single touch payroll (STP) enabled software.
- Undertaking a payroll compliance review, providing an assessment and/or opinion as to whether the client is compliant with their taxation obligations under one or more taxation laws.
- Providing tax related advice specific to client's circumstances regarding: PAYG withholding liability, Superannuation Guarantee obligations, fringe benefits tax laws, and termination and redundancy payments.

Source: Tax Practitioners Board. 2022. *Tax agent services*. [online] Available at: <<https://www.tpb.gov.au/tax-agent-services>> [Accessed 17 October 2022].

Assessment Checklist

Students must have completed all questions within this assessment before submitting. This includes:

1	38 short answer questions completed in the spaces provided.	<input type="checkbox"/>
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Congratulations! you have reached the end of Assessment 1.

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