INSERT NAME OF FIRM

**Tax Return Amendment Job Sheet for [INSERT YEAR]**

|  |  |
| --- | --- |
| Client: | Date: |
| Prepared by: | Billing client code: |
| Job manager: | |
| Date lodged: | |

**Reason for Amendment**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Refund/Payable Result from Amendment**

|  |
| --- |
| Original Assessment resulted in Payable/(Refund) |
|  |
|  |
| Amended Assessment resulted in Payable/(Refund) |
|  |
|  |
| Net Payable/(Refund) after Amendment |
|  |
|  |
|  |

|  |
| --- |
| Year amendment to be archived with: |
| (Amendment must be kept for five years from date of amended assessment) |

|  |  |
| --- | --- |
|  | Signed off by Reviewer: |