



APPLICATION FOR APPOINTMENT OF BUSINESS ENTITY

This form must be completed on both sides to enable assessment of the status of business entities for the purpose of PAYG taxation deduction exemption

Business Details

Business Name			
ABN			
Business Address			
		Postcode	
Postal Address			
		Postcode	
Telephone Nr (Business)			
Fax Nr			
E-mail Address			
Business Structure	<input type="checkbox"/> Public Company	<input type="checkbox"/> Private Company	
	<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Partnership	
	<input type="checkbox"/> Other (Specify):		
Principals of Business Organisation			
Date of Commencement of Operations			
Principle Business Activity			
Workers' Compensation Number			

Authorisation

I certify that the above details are true and correct.	
Signature:	Date:
Name:	
Position:	

Accounting Services Use Only

Approved:	Date:
Disapproved:	Date:

Questionnaire

Please mark either YES or NO from the table below

The collection of tax by instalments from an employee's wages is governed by the definition of "Salaries & Wages" in the PAYG provisions. It is wide definition (S221 A) which means "salary, wages, commission (Whether at piece – work rate or otherwise) to an employee as such, and ...includes... any payments made:

(a) Under a contract which is wholly or principally for the labour of the person to whom the payments are made."

To determine the question of whether a person is an employee, the Taxation Office (in Taxation Ruling TR 2000/D2) applies the following key indicators. They are:

Control Test	Does QUT exercise control over the manner in which work was performed?	YES / NO
Results Contracts	Is the Substance of the contract to achieve a specified result?	YES / NO
Power to Delegate	Does the payee have unlimited power to delegate work?	YES / NO
Risk	Who bears the risk of carrying on the business?	QUT / PAYEE
Conditions of Employment	Does QUT provide benefits such as:	
	o Annual/Sick/Long service Leave?	YES / NO
	o Superannuation contribution?	YES / NO
	o Other Benefits?	YES / NO
	o Does QUT determine the task allocation and termination of engagement?	YES / NO
	o Does the payee use QUT's Assets and materials?	YES / NO
	o Does QUT reimburse the payee for expenses incurred in respect of using the payee's assets and materials?	YES / NO

Additional Information (Please supply relevant):

Applicant's Signature:

Date:

School / Department Certification

I certify that the information provided regarding employment relationship is correct and support this application

Signature: _____ Date: _____

Name: _____

Position: _____