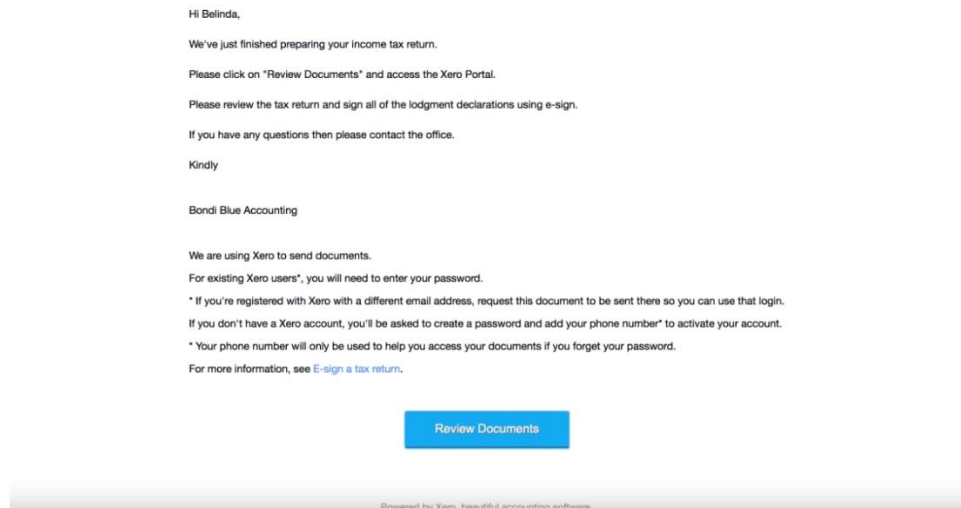


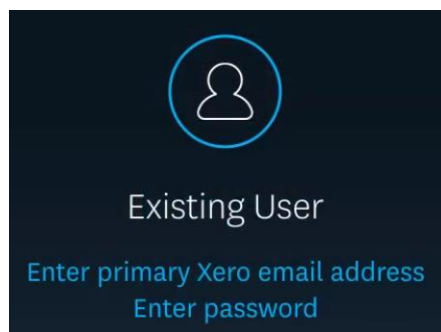
How to sign tax returns online using Xero:

<https://www.youtube.com/watch?v=eqwV06EE36Y>

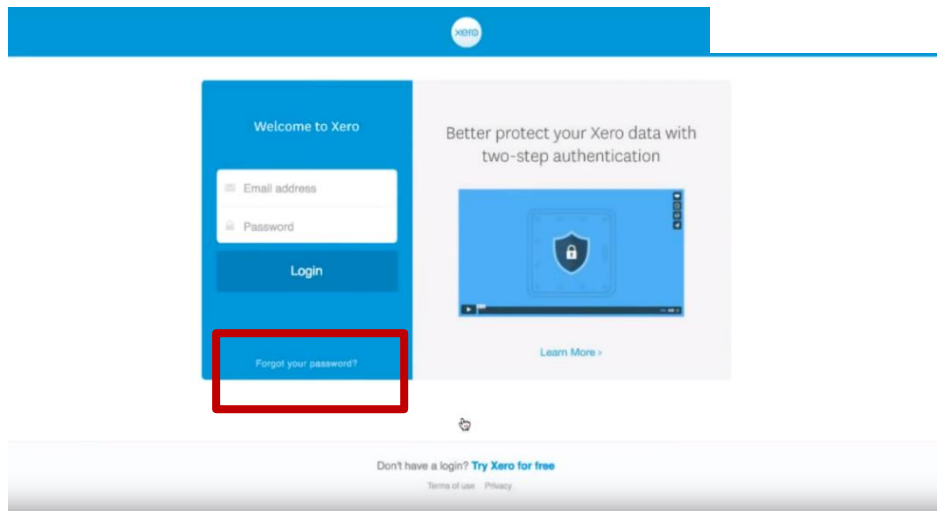
1. Please read the email that has been sent to you carefully. Once read, click on the “Review Documents” button.



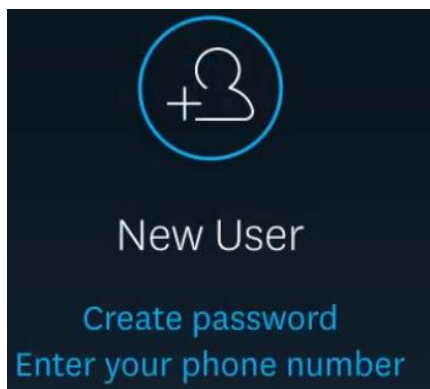
2. You will then be taken to a secure Xero portal.
3. If you are already a Xero user or if you have previously started a Xero trial, select “Existing User” and you can login using your existing Xero email address and password.



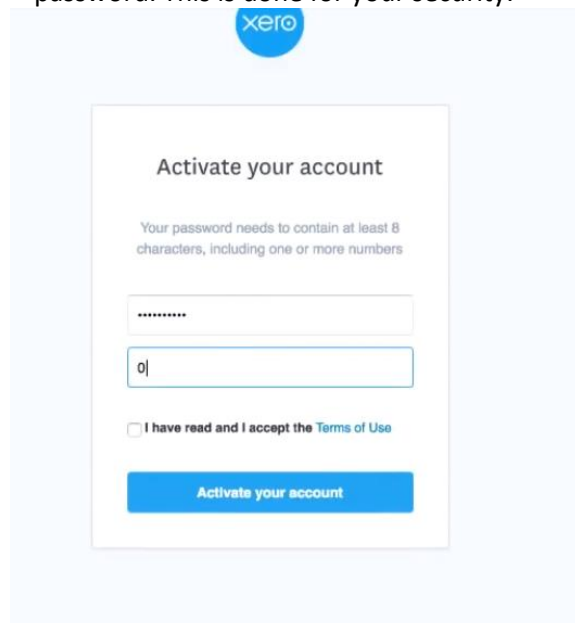
4. If you do already have a Xero email address you will see the below portal. Please note you will only see this page if you already have an existing Xero account or trial. If you cannot remember your password, please select “forgot your password” below the Login button.



5. If you have never used Xero before you will be asked to create a password and to enter your phone number in order to activate your account.

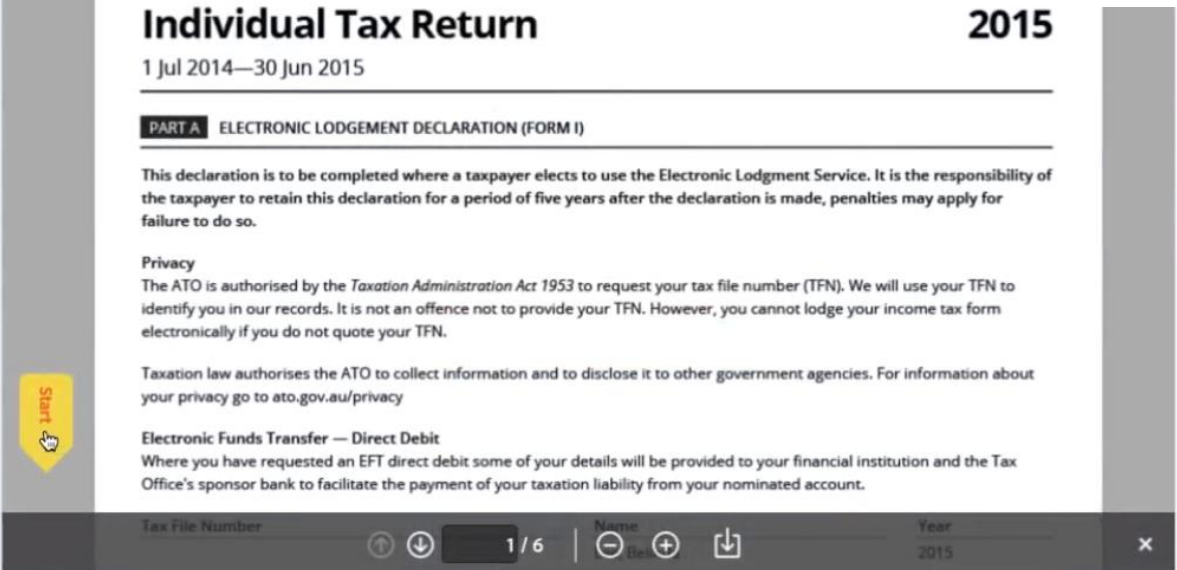


6. Your phone number will only be used to help access your documents if you forget your password. This is done for your security.



7. Once you have entered your phone number, click "I have read, and I accept the Terms of Use" and click the "activate your account" button. You will then see your Tax Return document appear.

8. To sign the document, click on Start.



Individual Tax Return **2015**

1 Jul 2014—30 Jun 2015

PART A ELECTRONIC LODGEMENT DECLARATION (FORM I)

This declaration is to be completed where a taxpayer elects to use the Electronic Lodgment Service. It is the responsibility of the taxpayer to retain this declaration for a period of five years after the declaration is made, penalties may apply for failure to do so.

Privacy
The ATO is authorised by the *Taxation Administration Act 1953* to request your tax file number (TFN). We will use your TFN to identify you in our records. It is not an offence not to provide your TFN. However, you cannot lodge your income tax form electronically if you do not quote your TFN.

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy go to ato.gov.au/privacy

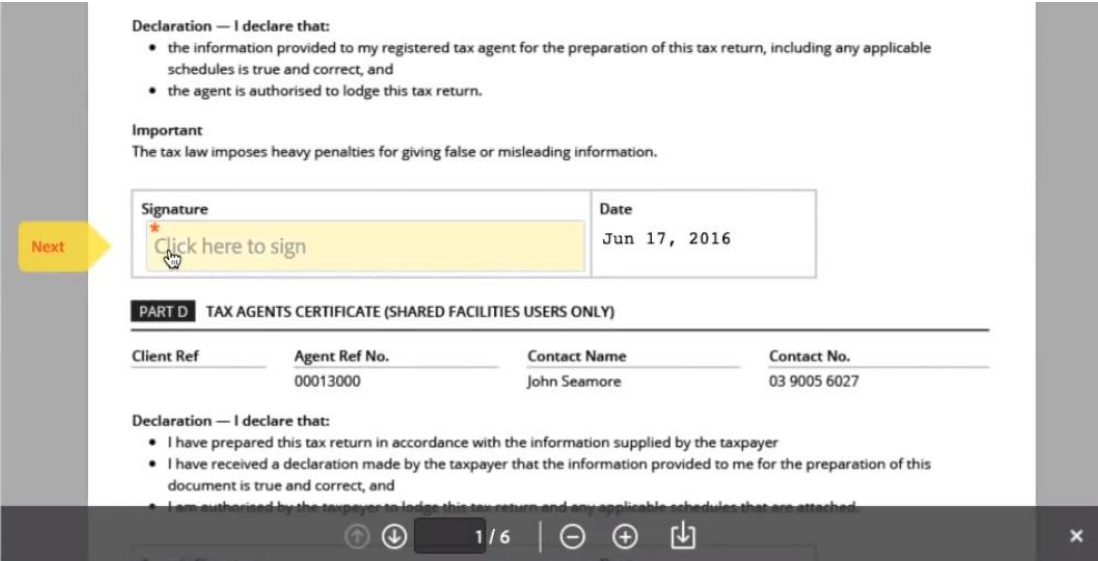
Electronic Funds Transfer — Direct Debit
Where you have requested an EFT direct debit some of your details will be provided to your financial institution and the Tax Office's sponsor bank to facilitate the payment of your taxation liability from your nominated account.

Start

Tax File Number Name
Belinda

1 / 6 Year
2015

9. The date will be auto generated. Click on the field that asks for your signature and type in your name.



Declaration — I declare that:

- the information provided to my registered tax agent for the preparation of this tax return, including any applicable schedules is true and correct, and
- the agent is authorised to lodge this tax return.

Important
The tax law imposes heavy penalties for giving false or misleading information.

Signature **Date**
Click here to sign Jun 17, 2016

PART D TAX AGENTS CERTIFICATE (SHARED FACILITIES USERS ONLY)

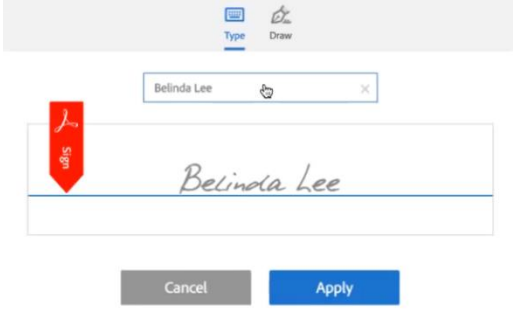
Client Ref	Agent Ref No.	Contact Name	Contact No.
	00013000	John Seamore	03 9005 6027

Declaration — I declare that:

- I have prepared this tax return in accordance with the information supplied by the taxpayer
- I have received a declaration made by the taxpayer that the information provided to me for the preparation of this document is true and correct, and
- I am authorised by the taxpayer to lodge this tax return and any applicable schedules that are attached

10. Click “Apply” once you have typed in your name.

11. If you are using a touch screen devise, you have the option to draw your signature.



Type Draw

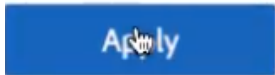
Belinda Lee

Start

Belinda Lee

Cancel Apply

12. Click “Apply” to adopt the signature.



13. Then click “Next” to affix your signature to the document. If this button does not appear you have not correctly applied your signature and you will need to enter your signature again.

14. Keep clicking “Next” to all other fields of the document and this will automatically apply the signature you have previously entered.
15. Once all the fields are completed and the entire document has been signed the “Click to Sign” button will appear.

16. Confirm the terms of use and then click the “Click to Sign” button to finalise the document.
17. The document will then automatically be sent back to our office to save and file.
18. If you would like to access your document at a later date, please go to portal.xero.com and enter your registered Xero email address and password or contact our office and we can supply a copy of the document to you.