



Tax Help appointments

Year

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Centre name	
Volunteer name	

Centre ID	
Volunteer ID	

Month

Date	Time	Customer name	Customer contact details	Year(s) of return(s) to be completed	Non lodgment advice (number lodged)	Advice appointment only	Comments

- Remember:**
- Complete all Tax Help volunteer details in myTax.
 - Allow extra time or schedule an extra appointment if a client has multiple returns/forms.
 - Provide appointment confirmation to clients with a list of required documents they need to bring, including proof of ID.
 - Remind clients to cancel their appointment if they are unable to attend.

Centre Co-ordinator stamp/signature