A logo with a black background

Description automatically generated

Date [xx xxx xxxx]

Dear [Client},

Re: ATO Payment Plan arrangement

As per our telephone conversation we confirm that you wish to enter a payment arrangement with the ATO to clear your outstanding debt listed:

Please note the ATO will charge a nominal interest charge of 11% which will be included in your monthly payment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Entity Name | ABN | Activity Acct Debt | Income Acct Debt | Direct Debit Account Details | |
| BSB | Account No. |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please confirm the amount you wish to commit to and the frequency of payment to be Direct Debited by the ATO. Please ensure funds are always made available.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Accounts | Please enter the amount and payment Frequency in the column below | | | Plan Start Date |
| Weekly | Fortnightly | Monthly |
| Activity Account | $ |  |  |  |
| Income Account | $ |  |  |  |

All future ATO payment obligations are required to be lodged and paid on time, otherwise the ATO will default your payment plan and potentially ask you to pay the amount in arrears in full.

Once ATO confirmation has been received we will email you the payment plan statement for your records.

Kind Regards,

Integritas Bookkeeping Services