



2023 Tax Help Appointments

Centre name				Centre ID		Month	
Volunteer name				Volunteer ID		Date	
Date	Time	Customer name	Customer contact details	Years of return(s) to be completed	Comments		
<p>Remember: complete Tax Help volunteer detail in myTax Allow extra time or schedule extra appointments if the customer has more than one return or form for lodgment Hand, email or post the customer an appointment confirmation listing what to bring and proof of identity Remind the customer to cancel the appointment if they are unable to attend</p>							