

Centre name	Centre ID	Date	
Volunteer name	Volunteer ID		

Date	Time	Customer name	Customer contact details	Year(s) of return(s) to be completed	Comments

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.