

XERO SET UP



Information required

1. Entity Trading name
2. Entity trading start date
3. Entity ABN & TFN
4. Cash/Accrual reporting method
5. Closing Balances of prior year balances reported on your completed financial statements
6. GST reporting method and frequency, PAYG reporting frequency
7. Bank details for company bank accounts including:
 - Banking Institution
 - BSB Number
 - Account Number
 - Account Name
8. Employee information including:
 - Name of employee
 - Date of Birth
 - Address
 - Tax File Number
 - Bank account details including:
 - BSB number
 - Account number
 - Superannuation details including:
 - Name of fund
 - USI number
 - Member number
 - Payment rates (hourly rate of pay)
 - Payroll calendar. How often you will pay staff and the date of first payment
8. Credit Card Details for Xero subscription to be direct debited. If you do not wish to send these via email, please call our office

