

## LOG OF STATUS REVIEWS

We recommend you make an entry in the log below each time you conduct a review of your organisation's income tax status.

Worksheets have been provided to help you with these reviews.

Charities should refer to Worksheet 2 – reviewing your organisation's endorsement as an income tax exempt charity, see page 88.

Income tax exempt funds should refer to Worksheet 3 – reviewing your organisation's ITEF endorsement, see page 93.

Non-charities should refer to Worksheet 1 – working out your organisation's income tax exempt status, see page 85.

Period reviewed		Income tax status <input type="checkbox"/> Exempt <input type="checkbox"/> Non-profit company <input type="checkbox"/> Other taxable company	Person conducting review	Position held	Signature	Date
Start date	End date					

## RECORD OF KEY INFORMATION

Record your organisation's key information in the table below.

Name of organisation	
Australian business number (ABN)	
Tax file number (TFN)	
Public officer	
Authorised contact person	