

What you Need to do to Make the Switch

Smart Tip #1 – Collate your information yourself.

Sometimes we find ourselves working with difficult exiting accountants. Such circumstances can often be avoided by ensuring you have a copy of your prior year tax returns and financial statements for all entities within your group. In most cases this is the initial information we need to commence one of our Monthly Service Programs.

Smart Tip #2 – Keep copies of your important structure documents.

We act as the ASIC registered office and agent for most of our clients and we take this role very seriously. We keep a lot of our clients' structure documentation electronically and maintain a strict register for any original company and trust documentation we hold for our clients. This is very important documentation which can be costly to replace if originals are misplaced by previous accountants. For this reason, it's always a good idea to retain an original of trust deeds including any updates/amendments yourself.

Smart Tip #3 – Review your current agreement – some accountants may have exit costs

At Advivo Accountants and Business Advisors our Monthly Service Programs are paid for and delivered monthly. We have no exit fees so if your circumstances change you can easily adjust or cease your chosen program with just 30 days' notice and without penalty.

Smart Tip #4 – Settle any outstanding fees or disputes.

The number 1 cause for exiting accountants being difficult is when they believe they have unpaid fees. This can easily be avoided by ensuring there is clear understanding of what is to be done by when. At Advivo Accountants and Business Advisors our Monthly Service Programs are very clear in that the service we deliver monthly is paid for monthly, so you never have to worry about not receiving value or paying in advance.

Smart Tip #5 – Review who has access to your online files.

Part of our welcoming process does exactly this, but if you're severing ties with an existing accountant or advisor, it's always a good idea to review who has user access to your online files sooner rather than later.

Smart Tip #6 – Don't delay!

Unless there is something which needs to specifically be finalised with your previous accountant, once your decision is made, you and your business will be better off by acting sooner rather than later.

At Advivo Accountants and Business Advisors, we're determined to work with all our clients to make the transition to us as seamless as possible. We want you to benefit from working with us from day 1 so we do everything we can to take away any stress associated with changing accountants and we look forward to working with new clients. Onwards and upwards!