



Australian Government
Insolvency and Trustee Service Australia

Online Services

ITSA Online Services

Release 2

Lodging Annual Estate Returns,
Remittance of Interest Charge
and Remittance of Realisations Charge online

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1 ONLINE SERVICES FUNCTIONALITY

This release of Online Services includes:

- Managing and submitting Realisations and Interest Charge payment information
- View historical RC/IC payments
- Lodge Annual Estate Returns (either upon finalisation of a matter, or at the end of the financial year)
- View historical AER lodgement data
- View/Print a summary report of administrations on hand
- View/Print a detailed report for each administration
- View/Print a receipt of submission to ITSA

The next release of Online Services (scheduled for October 2010) includes:

- Lodging objections to discharge
- Requesting the issue of an Official Receiver Notice
- Lodging Consents to Act where a petitioning creditor has requested your appointment
- Lodging other documents that require filing with the Official Receiver
- Viewing documents associated with your administrations

2 ENTERING AND SUBMITTING AER DATA

2.1 Update an AER Periodically

1. Login to Online services
2. Select *Administrations* from the menu
3. Select *List of Administrations*
4. Select [View](#) hyperlink for the administration you wish to update

List of Administrations

[Show Filter](#)

	Date Admin Started	Family Name	Given Names	RT Reference	Admin Type	ITSA Admin Number
View	16-Oct-2003	FLANAGAN	Marika	Shoot1@	Debtors Petition	NSW 4/10/0

5. Select the *Annual Estate Return* tab

Administration Details

Debtor Name: **Marika FLANAGAN**

RT Reference: [Add Reference](#)

ITSA Admin No: WA 1670/3/0 [Certificate of Appointment](#)

Summary

Trustees

Online Lodgement History

Annual Estate Return

Debtor Details

Date of Birth: 10-Sep-1952
Date SoA Filed: 16-Oct-2003
Expected Date of Discharge: 17-Oct-2006
Discharge:
Result: Discharged by law s149(3) &(4)
Result Date: 17-Oct-2006

Administration Details

Administration Type: Debtor's Petition
Date of Bankruptcy: 16-Oct-2003
Status: Active [Finalise](#)
Date Finalised:

Administration Details

Debtor Name: **Deborah Dorothy GEBERT**

RT Reference: [Add Reference](#)

ITSA Admin No: QLD 5880/9/8 [Certificate of Appointment](#)

Summary	Trustees	Online Lodgement History	Annual Estate Return
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AER period: ▼

6. Select the AER period using the drop down box

7. Select the *Display* button

BALANCES			
Opening Balance	<input type="text" value="0.00"/>	Adjusted Balance	<input type="text" value="2.15"/>
Comment		<input type="text" value="Nab bank balance"/>	
Closing Balance at end of period		<input type="text" value="0.00"/>	

RECEIPTS		PAYMENTS		RECONCILE CHARGES	
Gross sale price of assets	<input type="text" value="35,000.00"/>	Amount paid to secured creditors	<input type="text" value="7,964.00"/>	Trading Payments	<input type="text" value="80.00"/>
Funds Transferred from another trustee	<input type="text" value="0.00"/>	Costs of Administering the Estate	<input type="text" value="4,500.00"/>	Trustee's remuneration	<input type="text" value="3,200.00"/>
Recoveries from antecedent transactions	<input type="text" value="3,000.00"/>	Dividends paid to Creditors	<input type="text" value="40,000.00"/>	Bank Fees and Charges	<input type="text" value="28.00"/>
Contributions Collected	<input type="text" value="17,000.00"/>	Other Payments	<input type="text" value="15.00"/>	RC Due for Receipts during period	<input type="text" value="1,645.41"/>
Trading Receipts	<input type="text" value="100.00"/>	Current Period RC Received Payment	<input type="text" value="1.55"/>	RC now payable for period receipts	<input type="text" value="1,643.86"/>
Sec 73 Composition Receipts	<input type="text" value="0.00"/>	Previous Period RC Received Payment	<input type="text" value="0.00"/>	RC Payment being made	<input type="text" value="1,643.86"/>
Other Receipts	<input type="text" value="0.00"/>	Current Period IC Received Payment	<input type="text" value="13.60"/>	Interest Charge Due for Receipts during period	<input type="text" value="272.00"/>
Total receipts subject to Realisation Charge	<input type="text" value="55,100.00"/>	Previous Period IC Received Payment	<input type="text" value="0.00"/>	Interest Charge now payable for period receipts	<input type="text" value="258.40"/>
Interest Earned on estate	<input type="text" value="300.00"/>	Refund of Surplus to Debtor	<input type="text" value="0.00"/>	IC Payment being made	<input type="text" value="258.40"/>
Other Receipts not subject to Realisations Charge	<input type="text" value="200.00"/>	Funds transferred to another Trustee	<input type="text" value="0.00"/>		
TOTAL RECEIPTS FOR THE PERIOD	<input type="text" value="55,600.00"/>	TOTAL PAYMENTS FOR THE PERIOD	<input type="text" value="55,302.15"/>		

TIP: If an AER is not required for an administration the screen will be read only.

8. Enter receipt data into the receipts section
9. Enter payments information into the payments section

TIP: White fields are data entry fields and grey are cumulative fields. Cumulative figures can be reduced by entering negative numbers in the data entry fields.

10. Once data has been entered select the *Calculate* button

TIP: Data on this screen can be saved at any time

11. Select save. You will receive a confirmation message.

AER Information LOUISE ANN STRUTHERS						
■ AER has been Saved successfully						
Debtor Name	Deborah Dorothy GEBERT	RT Reference	Administration Type	Sequestration	ITSA Admin Number	GLD 5880/98
		AER Period	01-07-2009 to 30-06-2010		Finalisation Date	

2.2 Annual (multi) AER submission

1. Login to Online Services
2. Select *Administrations* from the menu
3. Select *AER Lodgement*
4. Select the AER period you wish to manage, the default is the current period.
5. Select Display. The list of administrations that have AER requirements for this period will be displayed.

List of Administrations Requiring AER

AER period: 01-07-2009 to 30-06-2010

Select	AER Status	ITSA Admin Number	Debtor Name	RT Reference	Finalisation Date	RC Payment Amount	IC Payment Amount	Opening Balance	Closing Balance
<input type="checkbox"/>	AER Saved and Lodged	WA 725/7/2	BANBERY, Joshua Leigh	Shoot1@		1748.00	278.40	0.00	5277.40
<input type="checkbox"/>	No AER	WA 1338/4/7	DRUCE, James		22-Jan-2010	0	0	0	0
<input type="checkbox"/>	AER Saved and Lodged	WA 1670/3/0	FLANAGAN, Marika			1643.86	258.40	2.15	0.00
<input type="checkbox"/>	AER Lodged	WA 715/2/4	GODLEVSKY, Peter Michael			1418	270.4	0.00	-6004.6
<input type="checkbox"/>	AER Saved and Lodged	WA 711/5/3	HASHMAT, Tanya Marie			208.00	0.00	6705.00	50.40
<input type="checkbox"/>	AER Saved and Lodged	WA 288/7/2	JOHNSON, Mark Clayton		01-Jan-2010	943.52	32.40	0.00	84014.40
<input type="checkbox"/>	AER Saved and Lodged	WA 968/6/9	KNIGHT, Tania			0.00	0.00	6750.59	30000.59
<input type="checkbox"/>	No AER	NSW 7096/9/1	LADD, Bruno	Shoot2@		0	0	0	0
<input type="checkbox"/>	AER Saved and Lodged	WA 1267/5/9	MASON, Cassandra Catherine			2000.00	700.00	0.00	0.00
<input type="checkbox"/>	AER Lodged	WA 973/6/5	MISKI, Anthony Ernest			4382	606.9	0.00	87865.9

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- Select the [ITSA Admin Number](#) hyperlink for each AER with a status of “no AER”. The AER information screen is then displayed:

BALANCES			
Opening Balance	<input type="text" value="0.00"/>	Adjusted Balance	<input type="text" value="2.15"/>
Comment	<input type="text" value="Nab bank balance"/>		Closing Balance at end of period
			<input type="text" value="0.00"/>

RECEIPTS		PAYMENTS		RECONCILE CHARGES					
Gross sale price of assets	<input type="text" value="35,000.00"/>	Funds Transferred from another trustee	<input type="text" value="0.00"/>	Amount paid to secured creditors	<input type="text" value="7,964.00"/>	Trading Payments	<input type="text" value="80.00"/>	RC Due for Receipts during period	<input type="text" value="1,645.41"/>
Recoveries from antecedent transactions	<input type="text" value="3,000.00"/>	Contributions Collected	<input type="text" value="17,000.00"/>	Costs of Administering the Estate	<input type="text" value="4,500.00"/>	Trustee's remuneration	<input type="text" value="3,000.00"/>	RC now payable for period receipts	<input type="text" value="1,643.86"/>
Sec 73 Composition Receipts	<input type="text" value="0.00"/>	Trading Receipts	<input type="text" value="100.00"/>	Dividends paid to Creditors	<input type="text" value="40,000.00"/>	Bank Fees and Charges	<input type="text" value="28.00"/>	RC Payment being made	<input type="text" value="1,643.86"/>
Other Receipts	<input type="text" value="0.00"/>	Total receipts subject to Realisation Charge	<input type="text" value="55,100.00"/>	Other Payments	<input type="text" value="15.00"/>			Interest Charge Due for Receipts during period	<input type="text" value="272.00"/>
Interest Earned on estate	<input type="text" value="300.00"/>			Current Period RC Received Payment	<input type="text" value="1.55"/>	Previous Period RC Received Payment	<input type="text" value="0.00"/>	Interest Charge now payable for period receipts	<input type="text" value="258.40"/>
Other Receipts not subject to Realisations Charge	<input type="text" value="200.00"/>	TOTAL RECEIPTS FOR THE PERIOD	<input type="text" value="55,600.00"/>	Current Period IC Received Payment	<input type="text" value="13.60"/>	Previous Period IC Received Payment	<input type="text" value="0.00"/>	Interest Charge now payable for period receipts	<input type="text" value="258.40"/>
				Refund of Surplus to Debtor	<input type="text" value="0.00"/>	Funds transferred to another Trustee	<input type="text" value="0.00"/>	IC Payment being made	<input type="text" value="258.40"/>
						TOTAL PAYMENTS FOR THE PERIOD	<input type="text" value="55,302.15"/>		

<input type="button" value="Cancel"/>	<input type="button" value="Clear Current"/>	<input type="button" value="No Activity"/>	<input type="button" value="Calculate"/>	<input type="button" value="Save"/>
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<input type="button" value="Generate Remittance Advice only"/>	<input type="button" value="Submit to ITSA and Generate Remittance Advice"/>
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- Enter receipt data into the receipts section
- Enter payments information into the payments section
- TIP: White fields are data entry fields and grey are cumulative fields. Cumulative figures can be reduced by entering negative numbers in the data entry fields.**
- Once data entry is completed select the *Calculate* button
- Adjust any figures as needed and select *Calculate* again
- Enter the amount of RC and IC payments being advised to ITSA.
- Select the *Save* button

AER Information PETER RON COLLINS

■ AER has been Saved successfully

Debtor Name Bruno LADD RT Reference Shoot2@ Administration Type Debtors Petition ITSA Admin Number NSW 7096/9/1
AER Period 01-07-2009 to 30-06-2010 Finalisation Date

13. Select the *Return* button

14. Repeat steps 6 to 12 until all administrations that require an AER are completed.

List of Administrations Requiring AER

AER period

Select	AER Status	ITSA Admin Number	Debtor Name	RT Reference	Finalisation Date	RC Payment Amount	IC Payment Amount	Opening Balance	Closing Balance
<input checked="" type="checkbox"/>	AER Saved	WA 270/7/4	SHERRY, Wayne Maurice		01-Jan-2010	1555	525.4	0.00	11000.6
<input type="checkbox"/>	AER Saved Lodged	NSW 4/1/0/0	SHOOSTOVIAN, Armond	Shoot1@		0	0	0.00	5044.4
<input checked="" type="checkbox"/>	AER Saved	WA 421/5/3	SMEE, Sarah			105	0	0.00	8685.38
<input checked="" type="checkbox"/>	AER Saved	WA 745/3/5	SUTERS, Paula			6273.22	2765.00	0.00	0.00
<input type="checkbox"/>	AER Lodged	WA 744/3/4	THIYAGARAJAH, Ahmed J			1628.34	10	0.00	41034
<input type="checkbox"/>	No AER	WA 36/8/9	TOMBLIN, Joanne Louise			0	0	0	0

Select All page 2 of 2

15. Check the *Select* box for all Administrations that you wish to submit to ITSA. If you wish to submit an AER for all matters, click the *Select All* button.

TIP: Users with “Enter Data Only” access cannot submit AER data to ITSA. Trustees and users with “Enter data and submit” access are able to submit AER data.

16. Select the *Submit to ITSA and Generate Remittance Advice* button

TIP: You cannot submit AER data for a period unless the previous period has been reconciled.

17. You will then be directed to the *RC IC History* page

RC/IC History

- RC Remittance Advice has been submitted with ITSA
- IC Remittance Advice has been submitted with ITSA
- AER has been lodged with ITSA
- Please note it may take up to 24 hours for your changes to appear

Payment Period: 01-07-2009 to 30-06-2010
01-07-2008 to 30-06-2009

Display

	Remittance Type	RA Reference No	RA Date Created	Intended Payment	Date Paid	Paid	Receipt No	Line Ref	
View Orig	Interest Charge	ICO-5215-212	27-Jan-2010	\$272.00		\$0.00			Lodged Doc
View Orig	Realisation Charge	RCO-5215-224	27-Jan-2010	\$1646.96		\$0.00			Lodged Doc
View Orig	Realisation Charge	RCO-5215-223	27-Jan-2010	\$2168.52		\$0.00			Lodged Doc

18. You will receive a confirmation message stating the AER data has been lodged.

19. Make a note of the RC and IC RA reference numbers and quote these numbers when making a payment to ITSA.

TIP: At present, payments cannot be submitted via Online Services. Please submit your payment to ITSA via the current method (EFT, cheque etc)

20. When the user navigates back to the AER lodgement screen the above administrations will have a status of AER saved and Lodged.

2.3 How to Submit a nil activity AER

1. Navigate to the *AER Information* screen

AER Information PETER RON COLLINS

- RC or IC payment amount has not been entered
- AER has been lodged with ITSA

Debtor Name	James DRUCE Wesley Vernon OSTLE	RT Reference	Administration Type	Debtors Petition	ITSA Admin Number	WA 13364/7
AER Period	01-07-2009 to 30-06-2010			Finalisation Date	22-Jan-2010	

BALANCES

Opening Balance	0.00	Adjusted Balance		Comment		Closing Balance at end of period	0.00
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RECEIPTS

Gross sale price of assets	0.00	Funds Transferred from another trustee	0.00
Recoveries from antecedent transactions	0.00	Contributions Collected	0.00
Sec 73 Composition Receipts	0.00	Trading Receipts	0.00
Other Receipts	0.00	Total receipts subject to Realisation Charge	0.00
Interest Earned on estate	0.00		
Other Receipts not subject to Realisations Charge	0.00	TOTAL RECEIPTS FOR THE PERIOD	NIL

PAYMENTS

Amount paid to secured creditors	0.00	Trading Payments	0.00
Costs of Administering the Estate	0.00	Trustee's remuneration	0.00
Dividends paid to Creditors	0.00	Bank Fees and Charges	0.00
Other Payments	0.00		
Current Period RC Received Payment	0.00	Previous Period RC Received Payment	0.00
Current Period IC Received Payment	0.00	Previous Period IC Received Payment	0.00
Refund of Surplus to Debtor	0.00	Funds transferred to another Trustee	0.00
		TOTAL PAYMENTS FOR THE PERIOD	NIL

RECONCILE CHARGES

RC Due for Receipts during period	0.00
RC now payable for period receipts	0.00
RC Payment being made	0.00
Interest Charge Due for Receipts during period	0.00
Interest Charge now payable for period receipts	0.00
IC Payment being made	0.00

2. Select the *No Activity* button
3. Select either *Save* if you do not wish to submit the AER at this time or select *Submit to ITSA and Generate Remittance Advice*.
4. You will receive a confirmation message stating that no RC or IC amounts have been entered and/or that the AER data has been sent to ITSA.

Tip: The user can resubmit AER information to ITSA at any time until the administration is reconciled. Should you wish to resubmit AER information after this time you will need to contact your local ITSA office.

2.4 Adding AER information with payments when finalising an administration

1. Log in to Online Services
2. Select *Administrations* from the menu
3. Select *List of Administrations*
4. Select the [View](#) hyperlink for the administration you wish to finalise.

List of Administrations

[Show Filter](#)

	Date Admin Started	Family Name	Given Names	RT Reference	Admin Type	ITSA Admin Number
View	16-Oct-2003	FLANAGAN	Marika	Shootl@	Debtors Petition	NSW 4/10/0

5. The *Administration Details* screen is displayed.

Administration Details

Debtor Name: **Deborah Dorothy GEBERT**

RT Reference: [Add Reference](#)

ITSA Admin No: QLD 5880/9/8 [Certificate of Appointment](#)

Summary	Trustees	Online Lodgement History	Annual Estate Return
Debtor Details Date of Birth: Date SoA Filed: Expected Date of Discharge: Result: Result Date:		Administration Details Administration Type: Sequestration Order Date of Bankruptcy: 04-Nov-2009 Status: Active Finalise Date Finalised:	

6. Select the [Finalise](#) link from the *Summary* tab.

7. The *Finalisation* screen is displayed.

Notice of Finalisation Date

Debtor Name: **Deborah Dorothy GEBERT**

RT Reference:

ITSA Admin No: QLD 5880/9/8

* Date of Finalisation: 01 / 01 / 2010

Email Confirmation To: odotest@itsa.gov.au

Lodge with ITSA Cancel

8. Enter the date that the administration was finalised.

9. Select the *Lodge with ITSA* button. You will receive a confirmation message.

Administration Details

Debtor Name: **Deborah Dorothy GEBERT**

RT Reference: [Add Reference](#)

ITSA Admin No: QLD 5880/9/8 [Certificate of Appointment](#)

Summary Trustees Online Lodgement History Annual Estate Return

- Your request to finalise this administration has been lodged. You should receive an acknowledgement by email within 24 hours.
- You can view your receipt [here](#).

Debtor Details

Date of Birth:
Date SoA Filed:
Expected Date of Discharge:
Result:
Result Date:

Administration Details

Administration Type: Sequestration Order
Date of Bankruptcy: 04-Nov-2009
Status: Active [Finalise](#)
Date Finalised:

10. Select the *Annual Estate Return* tab

Administration Details

Debtor Name: **Joanne Louise TOMBLIN**

RT Reference: [Add Reference](#)

ITSA Admin No: WA 35/5/9 [Certificate of Appointment](#)

Summary Trustees Online Lodgement History **Annual Estate Return**

AER period: 01-07-2009 to 30-06-2010

Display

11. Select the AER period using the drop down box
12. Select the *Display* button
13. Administration *AER Information* screen is displayed

AER Information LOUISE ANN STRUTHERS

Debtor Name Deborah Dorothy GEBERT RT Reference Administration Type Sequestration ITSA Admin Number QLD 5880/98
 AER Period 01-07-2009 to 30-06-2010 Finalisation Date

BALANCES

Opening Balance Adjusted Balance Comment Closing Balance at end of period

RECEIPTS		PAYMENTS		RECONCILE CHARGES	
Gross sale price of assets <input type="text" value="650,000.00"/>	Funds Transferred from another trustee <input type="text" value="0.00"/>	Amount paid to secured creditors <input type="text" value="390,000.00"/>	Trading Payments <input type="text" value="0.00"/>	RC Due for Receipts during period <input type="text" value="10,830.75"/>	
Recoveries from antecedent transactions <input type="text" value="0.00"/>	Contributions Collected <input type="text" value="0.00"/>	Costs of Administering the Estate <input type="text" value="3,500.00"/>	Trustee's remuneration <input type="text" value="6,000.00"/>	RC now payable for period receipts <input type="text" value="10,830.75"/>	
Sec 73 Composition Receipts <input type="text" value="50,000.00"/>	Trading Receipts <input type="text" value="0.00"/>	Dividends paid to Creditors <input type="text" value="300,000.00"/>	Bank Fees and Charges <input type="text" value="15.00"/>	RC Payment being made <input type="text" value="10,830.75"/>	
Other Receipts <input type="text" value="100.00"/>	Total receipts subject to Realisation Charge <input type="text" value="700,100.00"/>	Other Payments <input type="text" value="0.00"/>		Interest Charge Due for Receipts during period <input type="text" value="50.00"/>	
Interest Earned on estate <input type="text" value="65.00"/>		Current Period RC Received Payment <input type="text" value="0.00"/>	Previous Period RC Received Payment <input type="text" value="0.00"/>	Interest Charge now payable for period receipts <input type="text" value="50.00"/>	
Other Receipts not subject to Realisations Charge <input type="text" value="0.00"/>	TOTAL RECEIPTS FOR THE PERIOD <input type="text" value="700,165.00"/>	Refund of Surplus to Debtor <input type="text" value="650.00"/>	Funds transferred to another Trustee <input type="text" value="0.00"/>	IC Payment being made <input type="text" value="0.00"/>	
			TOTAL PAYMENTS FOR THE PERIOD <input type="text" value="700,165.00"/>		

TIP: You cannot submit AER data for a period unless the previous period has been reconciled.

14. Enter receipt data into the receipts section
15. Enter payment information into the payments section

TIP: White fields are data entry fields and grey are cumulative fields. Cumulative figures can be reduced by entering negative numbers in the data entry fields.

16. Select the *Calculate* button

17. Check the opening and closing balance. For finalised matters the closing balance must be nil

18. Adjust any figures as required

19. Select the *Save* button

TIP: Users with “Enter Data Only” access cannot submit AER data to ITSA. Trustees and users with “Enter data and submit” access are able to submit AER data.

20. Enter the amount of RC and IC payments being advised to ITSA.

21. Once all information is entered, select the *Submit to ITSA and Generate Remittance Advice* button

AER Information LOUISE ANN STRUTHERS

Debtor Name: Deborah Dorothy GEBERT RT Reference: Administration Type: Sequestration ITSA Admin Number: GLD 5800/08
 AER Period: 01-07-2009 to 30-06-2010 Finalisation Date:

BALANCES

Opening Balance: 0.00 Adjusted Balance: Comment: Closing Balance at end of period: 0.00

RECEIPTS		PAYMENTS		RECONCILE CHARGES	
Gross sale price of assets 650,000.00	Funds Transferred from another trustee 0.00	Amount paid to secured creditors 390,000.00	Trading Payments 0.00	RC Due for Receipts during period 10,830.75	
Recoveries from antecedent transactions 0.00	Contributions Collected 0.00	Costs of Administering the Estate 3,500.00	Trustee's remuneration 6,000.00	RC now payable for period receipts 10,830.75	
Sec 73 Composition Receipts 50,000.00	Trading Receipts 0.00	Dividends paid to Creditors 300,000.00	Bank Fees and Charges 15.00	RC Payment being made 10,830.75	
Other Receipts 100.00	Total receipts subject to Realisation Charge 700,100.00	Other Payments 0.00		Interest Charge Due for Receipts during period 50.00	
Interest Earned on estate 65.00		Current Period RC Received Payment 0.00	Previous Period RC Received Payment 0.00	Interest Charge now payable for period receipts 50.00	
Other Receipts not subject to Realisations Charge 0.00	TOTAL RECEIPTS FOR THE PERIOD 700,165.00	Current Period IC Received Payment 0.00	Previous Period IC Received Payment 0.00	IC Payment being made 0.00	
		Refund of Surplus to Debtor 650.00	Funds transferred to another Trustee 0.00		
		TOTAL PAYMENTS FOR THE PERIOD 700,165.00			

22. After submitting, you will be taken to the *RC/IC History* screen

RC/IC History

- RC Remittance Advice has been submitted with ITSA
- AER has been lodged with ITSA

Payment Period: 01-07-2009 to 30-06-2010
01-07-2008 to 30-06-2009

Display

	Remittance Type	RA Reference No	RA Date Created	Intended Payment	Date Paid	Paid	Receipt No	Line Ref	
View Orig	Realisation Charge	RCO-5490-209	18-Jan-2010	\$10830.75		\$0.00			Lodged Doc
View Orig	Interest Charge	ICO-5490-198	14-Jan-2010	\$19.00		\$0.00			Lodged Doc
View Orig	Interest Charge	ICO-5490-194	12-Jan-2010	\$201.00		\$0.00			Lodged Doc
View Orig	Interest Charge	ICO-5490-181	11-Jan-2010	\$51.85		\$0.00			Lodged Doc
View Orig	Interest Charge	ICO-5490-180	11-Jan-2010	\$19.00		\$0.00			Lodged Doc
View Orig	Interest Charge	ICO-5490-178	11-Jan-2010	\$19.00		\$0.00			Lodged Doc
View Orig	Realisation Charge	RCO-5490-174	11-Jan-2010	\$108.43		\$0.00			Lodged Doc
View Orig	Realisation Charge	RCO-5215-190	13-Jan-2010	\$150.00	13-Jan-2010	\$150.00	P144000028	1	Lodged Doc
View Orig	Realisation Charge	RCO-5215-201	14-Jan-2010	\$10.00	13-Jan-2010	\$10.00	P144000027	1	Lodged Doc
View Orig	Interest Charge	ICO-5215-188	12-Jan-2010	\$10.00	12-Jan-2010	\$10.00	P144000025	1	Lodged Doc

23. You will receive a confirmation message stating the AER has been lodged.

24. Make a note of the RA Reference number. Please quote this number when making a payment to ITSA.

TIP: At present, payments cannot be submitted via Online Services. Please submit your payment to ITSA via the current method (EFT, cheque etc)

25. Once you have submitted the payment and it has been processed, the page will be updated with the receipt number.

2.5 Finalising an administration with a nil activity AER

1. Login to Online Services
2. Select *Administrations* from the menu
3. Select *List of Administrations*
4. Select the [View](#) hyperlink for the administration you wish to finalise

Administration Details

Debtor Name: **Deborah Dorothy GEBERT**
RT Reference: [Add Reference](#)
ITSA Admin No: QLD 5880/9/8 [Certificate of Appointment](#)

Summary Trustees Online Lodgement History Annual Estate Return

Debtor Details	Administration Details
Date of Birth:	Administration Type: Sequestration Order
Date SoA Filed:	Date of Bankruptcy: 04-Nov-2009
Expected Date of Discharge:	Status: Active Finalise
Result:	Date Finalised:
Result Date:	

5. Select the [Finalise](#) hyperlink from the summary tab
6. Enter the date the administration was finalised

Notice of Finalisation Date

Debtor Name: **Deborah Dorothy GEBERT**
RT Reference:
ITSA Admin No: QLD 5880/9/8
*Date of Finalisation: 01 / 01 / 2010
Email Confirmation To:

7. Select the *Lodge with ITSA* button
8. Select the *Annual Estate Return* tab

Administration Details

Debtor Name: **Deborah Dorothy GEBERT**

RT Reference: [Add Reference](#)

ITSA Admin No: QLD 5880/9/8 [Certificate of Appointment](#)

Summary	Trustees	Online Lodgement History	Annual Estate Return
----------------	----------	--------------------------	----------------------

- Your request to finalise this administration has been lodged. You should receive an acknowledgement by email within 24 hours.
- You can view your receipt [here](#).

Debtor Details	Administration Details
Date of Birth:	Administration Type: Sequestration Order
Date SoA Filed:	Date of Bankruptcy: 04-Nov-2009
Expected Date of Discharge:	Status: Active Finalise
Result:	Date Finalised:
Result Date:	

9. Select the AER period using the drop down list.

Administration Details

Debtor Name: **Joanne Louise TOMBLIN**

RT Reference: [Add Reference](#)

ITSA Admin No: WA 36/6/9 [Certificate of Appointment](#)

Summary	Trustees	Online Lodgement History	Annual Estate Return
---------	----------	--------------------------	-----------------------------

AER period:

TIP: You cannot submit AER data for a period unless the previous period has been reconciled.

10. Select the *Display* button
11. Enter receipt data into the Receipts section
12. Enter payment information into the Payments section
13. Once all data is entered select the *Calculate* button
14. Check the opening and closing balance, for finalized matters the closing balance must be Nil
15. Adjust figures if required
16. Select the *Save* button

AER Information LOUISE ANN STRUTHERS

Debtor Name Deborah Dorothy GEBERT RT Reference Administration Type Sequestration ITSA Admin Number QLD 5880/R/6
 AER Period 01-07-2009 to 30-06-2010 Finalisation Date

BALANCES			
Opening Balance	0.00	Adjusted Balance	
Comment			
Closing Balance at end of period			0.00

RECEIPTS			PAYMENTS			RECONCILE CHARGES			
Gross sale price of assets		Funds Transferred from another trustee		Amount paid to secured creditors		Trading Payments		RC Due for Receipts during period	10,830.75
	650,000.00		0.00		390,000.00		0.00		
Recoveries from antecedent transactions		Contributions Collected		Costs of Administering the Estate		Trustee's remuneration		RC now payable for period receipts	10,830.75
	0.00		0.00		3,500.00		6,000.00		
Sec 73 Composition Receipts		Trading Receipts		Dividends paid to Creditors		Bank Fees and Charges		RC Payment being made	10,830.75
	50,000.00		0.00		300,000.00		15.00		
Other Receipts		Total receipts subject to Realisation Charge	700,100.00	Other Payments					
	100.00				0.00				
Interest Earned on estate				Current Period RC Received Payment	0.00	Previous Period RC Received Payment	0.00	Interest Charge Due for Receipts during period	50.00
	65.00			Current Period IC Received Payment	0.00	Previous Period IC Received Payment	0.00	Interest Charge now payable for period receipts	50.00
Other Receipts not subject to Realizations Charge		TOTAL RECEIPTS FOR THE PERIOD	700,165.00	Refund of Surplus to Debtor		Funds transferred to another Trustee		IC Payment being made	0.00
	0.00				650.00		0.00		
				TOTAL PAYMENTS FOR THE PERIOD			700,165.00		

Tip: If the user role only gives them access to save data the submitted icon will be greyed out. Save and request that appropriate user review and submit to ITSA

17. To Add AER information with payments when finalising an administration leave the RC and IC payment amount blank.

18. When completed select the *Submit to ITSA and Generate Remittance Advice* button

AER Information LOUISE ANN STRUTHERS

Debtor Name: Deborah Dorothy OEBERT RT Reference: Administration Type: Sequestration: ITSA Admin Number: QLD 288058
 AER Period: 01-07-2009 to 30-06-2010 Finalisation Date:

BALANCES

Opening Balance: 0.00 Adjusted Balance: Comment: Closing Balance at end of period: 0.00

RECEIPTS		PAYMENTS		RECONCILE CHARGES	
Gross sale price of assets: 650,000.00	Funds Transferred from another trustee: 0.00	Amount paid to secured creditors: 290,000.00	Trading Payments: 0.00	RC Due for Receipts during period: 10,830.75	
Recoveries from antecedent transactions: 0.00	Contributions Collected: 0.00	Costs of Administering the Estate: 3,500.00	Trustee's remuneration: 6,000.00	RC now payable for period receipts: 10,830.75	
Sec 73 Composition Receipts: 50,000.00	Trading Receipts: 0.00	Dividends paid to Creditors: 300,000.00	Bank Fees and Charges: 15.00	RC Payment being made: 0.00	
Other Receipts: 100.00	Total receipts subject to Realisation Charge: 700,100.00	Other Payments: 0.00		Interest Charge Due for Receipts during period: 50.00	
Interest Earned on estate: 65.00		Current Period RC Received Payment: 0.00	Previous Period RC Received Payment: 0.00	Interest Charge now payable for period receipts: 50.00	
Other Receipts not subject to Realisations Charge: 0.00	TOTAL RECEIPTS FOR THE PERIOD: 700,165.00	Refund of Surplus to Debtor: 650.00	Funds transferred to another Trustee: 0.00	IC Payment being made: 0.00	
		TOTAL PAYMENTS FOR THE PERIOD: 700,165.00			

Buttons: Cancel, Clear Current, No Activity, Calculate, Save

Generate Remittance Advice only Submit to ITSA and Generate Remittance Advice

19. A message appears advising that the above details have been submitted to ITSA.

AER Information PETER RON COLLINS

Debtor Name: Armond SHOOSTOVIAN RT Reference: Shoot1@ Administration Type: Debtors Petition: ITSA Admin Number: NSW 4/10/0
 AER Period: 01-07-2009 to 30-06-2010 Finalisation Date:

BALANCES

Opening Balance: 0.00 Adjusted Balance: Comment: Closing Balance at end of period: 5,044.40

■ RC or IC payment amount has not been entered
 ■ AER has been lodged with ITSA

3 VIEWING HISTORICAL AER INFORMATION

1. Select *Administrations* from the menu
2. Select *AER Lodgement Details*
3. Select the AER period you wish to display. Each administration is displayed in a table.

AER Lodgement Details

Show Filter

ITSA Admin Number	Debtor Surname	Debtor Given Names	Administration Type	Opening Balance	Adjusted Opening Balance	Adjustment Comments	Funds Transferred from Another Trustee	Gross Sale Price of Assets	Receivable from Antecedents
QLD 541 9/8/8	ABDUL	ERIC MAPU	Sequestration Order	0.00			2	1	
QLD 206 9/9/1	ARNOLD	MARTIN	Debtor's Petition	0.00			0	0	
QLD 476 3/9/1	CALLICAZAR OS	TIMOTHY ROY	Sequestration Order	0.00			0	0	
VIC 3074/9/2	CRUMP	ZHI-LONG	Personal Insolvency Agreement	0.00			0	500	
QLD 588 0/9/8	GEBERT	DEBORAH DOROTHY	Sequestration Order	0.00			0	650000	
NSW 902 0/9/1	MCKEOWN	BELINDA CHRISTINE	Sequestration Order	0.00			0	7000	
QLD 524 0/9/7	WOODS	DAVID BRUCE	S188 Authority	0.00	33	a	0	0	

TIP: You can filter the list by selecting the *Show Filter* link at the top of the page.

AER Lodgement Details

Hide Filter

ITSA Admin Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Administration Type	<input type="text" value="Debtors Petition"/>			
Debtor Given Names	<input type="text"/>			
Debtor Surname	<input type="text"/>			

Use the wildcard '*' or '%' to search on a full or partial Surname or Given Name.

TIP: You can minimise the filter option at any time by clicking on the *Hide Filter* link.

4 SUBMISSION OF RC AND IC INFORMATION

In addition to submitting AER information and generating RC/IC remittance in conjunction, you can also generate RC and IC remittance advices independently, saving you from having to complete Form 15s & 16s manually.

All RC and IC remittance advices generated by Online Services have a unique reference number (RA reference number) that can be linked to the payment received by ITSA, allowing up to date tracking of payments.

4.1 Submitting RC/IC information from the AER Information screen

You can generate an RC and IC submission from within the AER Information screen by:

1. Navigate to the *AER Information* screen

AER Information PETER RON COLLINS

Debtor Name	Pauls SUTERS	RT Reference	Administration Type	Debtors Petition	ITSA Admin Number	WA 745035
		AER Period	01-07-2009 to 30-06-2010		Finalisation Date	

BALANCES

Opening Balance Adjusted Balance Comment Closing Balance at end of period

RECEIPTS		PAYMENTS		RECONCILE CHARGES					
Gross sale price of assets	<input type="text" value="225,000.00"/>	Funds Transferred from another trustee	<input type="text" value="0.00"/>	Amount paid to secured creditors	<input type="text" value="80,000.00"/>	Trading Payments	<input type="text" value="0.00"/>	RC Due for Receipts during period	<input type="text" value="6,273.22"/>
Recoveries from antecedent transactions	<input type="text" value="0.00"/>	Contributions Collected	<input type="text" value="1,855.00"/>	Costs of Administering the Estate	<input type="text" value="14,500.00"/>	Trustee's remuneration	<input type="text" value="9,500.00"/>	RC now payable for period receipts	<input type="text" value="6,273.22"/>
Sec 73 Composition Receipts	<input type="text" value="62,500.00"/>	Trading Receipts	<input type="text" value="0.00"/>	Dividends paid to Creditors	<input type="text" value="158,000.00"/>	Bank Fees and Charges	<input type="text" value="165.00"/>	RC Payment being made	<input type="text" value="6,273.22"/>
Other Receipts	<input type="text" value="0.00"/>	Total receipts subject to Realisation Charge	<input type="text" value="289,155.00"/>	Other Payments	<input type="text" value="0.00"/>			Interest Charge Due for Receipts during period	<input type="text" value="2,870.00"/>
Interest Earned on estate	<input type="text" value="3,035.00"/>			Current Period RC Received Payment	<input type="text" value="0.00"/>	Previous Period RC Received Payment	<input type="text" value="0.00"/>	Interest Charge now payable for period receipts	<input type="text" value="2,765.00"/>
Other Receipts not subject to Realisations Charge	<input type="text" value="0.00"/>	TOTAL RECEIPTS FOR THE PERIOD	<input type="text" value="292,190.00"/>	Current Period IC Received Payment	<input type="text" value="105.00"/>	Previous Period IC Received Payment	<input type="text" value="0.00"/>	IC Payment being made	<input type="text" value="2,765.00"/>
				Refund of Surplus to Debtor	<input type="text" value="29,920.00"/>	Funds transferred to another Trustee	<input type="text" value="0.00"/>		
				TOTAL PAYMENTS FOR THE PERIOD	<input type="text" value="292,190.00"/>				

2. Enter a value in the RC Payment field

3. Enter a value in the IC Payment field

4. Select the *Generate Remittance Advice Only* button
5. You will be navigated to the RC/IC history page

RC/IC History

Payment Period: 01-07-2009 to 30-06-2010
01-07-2008 to 30-06-2009

TIP: Once the payment has been processed by ITSA the Receipt No will appear and the Lodged Doc link will be enabled

	Remittance Type	RA Reference No	RA Date Created	Intended Payment	Date Paid	Paid	Receipt No	Line Ref	
View Orig	Realisation Charge	RCO-5215-224	27-Jan-2010	\$1646.96		\$0.00			Lodged Doc
View Orig	Interest Charge	ICO-5215-212	27-Jan-2010	\$272.00		\$0.00			Lodged Doc
View Orig	Realisation Charge	RCO-5215-223	27-Jan-2010	\$2168.52		\$0.00			Lodged Doc
View Orig	Interest Charge	ICO-5215-211	27-Jan-2010	\$47.40		\$0.00			Lodged Doc
View Orig	Interest Charge	ICO-5215-188	12-Jan-2010	\$10.00	12-Jan-2010	\$10.00	P144000025	1	Lodged Doc
	Realisation Charge			\$0.00	11-Jan-2010	\$100.00	P144000024	1	Lodged Doc
View Orig	Interest Charge	ICO-5215-184	11-Jan-2010	\$5.50	11-Jan-2010	\$5.50	P144000023	1	Lodged Doc
View Orig	Interest Charge	ICO-5215-184	11-Jan-2010	\$5.50	11-Jan-2010	\$5.50	P144000022	1	Lodged Doc
View Orig	Realisation Charge	RCO-5215-183	12-Jan-2010	\$0.00	11-Jan-2010	\$6.00	P144000021	1	Lodged Doc
	Realisation Charge			\$0.00	11-Jan-2010	\$6.00	P144000020	1	Lodged Doc

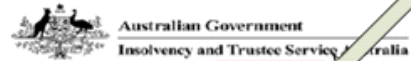
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TIP: Please quote the RA Reference number when making a payment to ITSA

- You can view a PDF of the Remittance Advice that was originally submitted by clicking on the *View Original* link
- If you altered the original Remittance Advice, you can request the final version you submitted to ITSA be emailed to you in PDF form by clicking on the *Lodged Doc* link

TIP: The RA Reference number is displayed here

REALISATION CHARGE PAYMENT ADVICE



Administrator/Trustee Details
 Remittance Reference: **ROD-5216-222**
 Charge Period from: 01/07/2009 Charge Period to: 30/06/2010
 Please use a different form for each charge period

Contact Person Details
 Given Name's: _____ Surname: _____ Contact Number: _____ RC Rate: 3.50%

Name of Debtor		Administration Number				Realisations Charge Due	Realisation Payment Being Made
Given Names	Surname	(See Table)	XXX	XX	X		
PETER MICHAEL	ODRZEVEZY	WA	715	2	4	\$1,548.00	\$8.00
ABMED J	TRIVYAGARAJAN	WA	744	3	4	\$1,628.34	\$8.00
ABBAK	ABER	WA	421	5	3	\$140.00	\$10.00
CASANDRA CATHERINE	MASON	WA	1267	5	2	\$2,595.92	\$5.00
TANIA	KNIGHT	WA	945	6	2	\$3,431.75	\$1.00
ANTHONY ERNEST	MILBY	WA	873	6	4	\$4,382.00	\$2.00
WAYNE MAURICE	BERBY	WA	870	7	4	\$1,575.00	\$5.00
MARY CLAYTON	SCURSON	WA	888	7	2	\$9,275.52	\$5.00
TANIA MERIE	HARRIS	WA	74	6	2	\$210.00	\$10.00
JOSHUA LETCH	BANBERY	WA	725	7	2	\$2,100.00	\$10.00
TOTAL						\$20,496.50	\$64.00

Payment Method

EFT Commonwealth Bank A/c Number: 062087 10001950
 Account Name: ITSA (Administered Receipts)
 Reference: Please use the remittance reference number displayed above or Trustee Number e.g. RC 1532

Cheque Number: _____ Cheque to be drawn in favour of 'Insolvency & Trustee Service Australia'

Credit Card
 Others CMB American Express
 Master Card Visa Other Card Number: _____ / _____
 Name on Card: _____ Card Expiry: ____ / ____

Signature: _____ Amount: _____ Date: _____

Office use only: Receipt Date: ____/____/____ Receipt Number: _____

4.2 Periodic submission of Realisation Charges without entering AER data

1. Login to Online Services
2. Select *Administrations* from the menu
3. Select *Generate RC/IC Remittance*
4. Select *Realisation Charge* from the drop down list.
5. Select the financial period for the Realisation Charge (the default is the current period)

Generate Remittance Type

Remittance Advice

Charge period from / / To: / /

6. Select the *Display* button. A list of administrations that require an AER submission for the period selected will be displayed.

List of Administrations for RC Remittance Advice

Remittance Advice

Charge period from / / To: / /

[Show Filter](#)

Debtor Surname	Debtor Given Names	RT Reference	ITSA Admin Nr	RC Payments made to ITSA	RC due for Payment (incl subtraction of payments made)	Actual Payment
BANBERY	Joshua Leigh	Shoot1@	WA 725/7/2	1.00	2100.00	<input type="text" value="100"/>
DRUCE	James		WA 1336/4/7	0.00	0.00	<input type="text" value="0.00"/>
FLANAGAN	Marika		WA 1670/3/0		0.00	<input type="text" value="0.00"/>
GODLEVSKY	Peter Michael		WA 715/2/4	81.00	1568.00	<input type="text" value="68.00"/>
HASHMAT	Tanya Marie		WA 71/5/3	1.00	210.00	<input type="text" value="210.00"/>
JOHNSON	Mark Clayton		WA 288/7/2	1016.00	2975.52	<input type="text" value="75.52"/>
KNIGHT	Tania		WA 966/6/9	31.00	3431.75	<input type="text" value="31.75"/>
LADD	Bruno	Shoot2@	NSW 7096/9/1	0.00	1646.96	<input type="text" value="46.96"/>
MASON	Cassandra Catherine		WA 1267/5/9	1.00	2685.88	<input type="text" value="85.88"/>
MISKI	Anthony Ernest		WA 973/6/6	101.00	4382.00	<input type="text" value="82.00"/>

Receipt Number: Line Ref:

page 1 of 2

TIP: The list of administrations can be filtered using the [Show Filter](#) link

Debtor Family Name

Debtor Given Names

RT Reference

ITSA Admin Number

Use the wildcard "*" or "%" to search on a full or partial Family or Given Name.

[Hide Filter](#)

7. Enter the value of payments against each administration.

List of Administrations for RC Remittance Advice

Remittance Advice

Charge period from / / To: / /

[Show Filter](#)

Debtor Surname	Debtor Given Names	RT Reference	ITSA Admin Nr	RC Payments made to ITSA	RC due for Payment (incl subtraction of payments made)	Actual Payment
BANBERY	Joshua Leigh	Shoot1@	WA 725/7/2	1.00	2100.00	<input type="text" value="100"/>
DRUCE	James		WA 1336/4/7	0.00	0.00	<input type="text" value="0.00"/>
FLANAGAN	Marika		WA 1670/3/0		0.00	<input type="text" value="0.00"/>
GODLEVSKY	Peter Michael		WA 715/2/4	81.00	1568.00	<input type="text" value="68.00"/>
HASHMAT	Tanya Marie		WA 71/5/3	1.00	210.00	<input type="text" value="210.00"/>
JOHNSON	Mark Clayton		WA 288/7/2	1016.00	2975.52	<input type="text" value="75.52"/>
KNIGHT	Tania		WA 966/6/9	31.00	3431.75	<input type="text" value="31.75"/>
LADD	Bruno	Shoot2@	NSW 7096/9/1	0.00	1646.96	<input type="text" value="46.96"/>
MASON	Cassandra Catherine		WA 1267/5/9	1.00	2685.88	<input type="text" value="85.88"/>
MISKI	Anthony Ernest		WA 973/6/6	101.00	4382.00	<input type="text" value="82.00"/>

Receipt Number: Line Ref:

page 1 of 2

8. If any AER information has been previously provided the RC due for Payment amount will be populated. Once data entry is completed select the *Submit to ITSA and View Remittance* button. You will then be directed to the *RC/IC History* page.

RC/IC History

Payment Period: 01-07-2009 to 30-06-2010
01-07-2008 to 30-06-2009

	Remittance Type	RA Reference No	RA Date Created	Intended Payment	Date Paid	Paid
View Orig	Realisation Charge	RCO-5215-229	28-Jan-2010	\$6108.45		\$0.00
View Orig	Interest Charge	ICO-5215-212	27-Jan-2010	\$272.00		\$0.00
View Orig	Realisation Charge	RCO-5215-223	27-Jan-2010	\$2168.52		\$0.00
View Orig	Interest Charge	ICO-5215-211	27-Jan-2010	\$47.40		\$0.00
View Orig	Interest Charge	ICO-5215-188	12-Jan-2010	\$10.00	12-Jan-2010	\$10.00
	Realisation Charge			\$0.00	11-Jan-2010	\$100.00

- An RA reference number is generated. Please quote this number to ITSA when making the payment.

TIP: At present, payments cannot be submitted via Online Services. Please submit your payment to ITSA via the current method (EFT, cheque etc)

- If you wish to view or print the Form 16 select the [View Orig](#) link. Once ITSA has processed the payment the *RC/IC History* screen will be updated to display the receipt number.

4.3 Periodic submission of Interest Charges without entering AER data

1. Login to Online Services
2. Select *Administrations* from the menu
3. Select *Generate RC/IC Remittance*
4. Select *Interest Charge (Administration)* from the drop down list.
5. Enter the period for the Interest Charge (the default is the current period).

Generate Remittance Type

Remittance Advice **Interest Charge (Administration)** ▼

Charge period from / / To: / /

6. Select the *Display* button. The result is a list of administrations that require an AER submission.

Remittance Advice **Interest Charge (Administration)** ▼

Charge period from / / To: / /

[Show Filter](#)

Debtor Surname	Debtor Given Names	RT Reference	ITSA Admin Nr	Interest Earned	Bank Charges	IC Payments made to ITSA	IC due for Payment (incl subtraction of payments made)	Actual Payment
BANBERY	Joshua Leigh	Shoot1@	WA 725/7/2	320	28	13.6	278.4	<input type="text" value="278.4"/>
DRUCE	James		WA 1336/4/7	0	0	0	0	<input type="text" value="0"/>
FLANAGAN	Marika		WA 1670/3/0	0	0	13.6	0	<input type="text" value="0"/>
GODLEVSKY	Peter Michael		WA 715/2/4	300	16	13.6	270.4	<input type="text" value="270.4"/>
HASHMAT	Tanya Marie		WA 711/5/3	100	25	93.6	0	<input type="text" value="0"/>
JOHNSON	Mark Clayton		WA 288/7/2	608	31	544.6	32.4	<input type="text" value="32.4"/>
KNIGHT	Tania		WA 966/6/9	900	85	139.85	675.15	<input type="text" value="675.15"/>
LADD	Bruno	Shoot2@	NSW 7096/9/1	300	28	0	272	<input type="text" value="272"/>
MASON	Cassandra Catherine		WA 1267/5/9	800	25	13.6	761.4	<input type="text" value="761.4"/>
MISKI	Anthony Ernest		WA 973/6/6	675	50	18.1	606.9	<input type="text" value="606.9"/>

Receipt Number: Line Ref:

page 1 of 2

TIP: The list of administrations can be filtered using the [Show Filter](#) link

Debtor Family Name

Debtor Given Names

RT Reference

ITSA Admin Number

Use the wildcard '*' or '%' to search on a full or partial Family or Given Name.

[Hide Filter](#)

TIP: You can minimise the filter option at any time by clicking on the *Hide Filter* link.

7. Enter the value of payments that are to be made against each administration.

Remittance Advice ▼

Charge period from / / To: / /

[Show Filter](#)

Debtor Surname	Debtor Given Names	RT Reference	ITSA Admin Nr	Interest Earned	Bank Charges	IC Payments made to ITSA	IC due for Payment (incl subtraction of payments made)	Actual Payment
BANBERY	Joshua Leigh	Shoot1@	WA 725/7/2	320	28	13.6	278.4	<input type="text" value="278.4"/>
DRUCE	James		WA 1336/4/7	0	0	0	0	<input type="text" value="0"/>
FLANAGAN	Marika		WA 1670/3/0	0	0	13.6	0	<input type="text" value="0"/>
GODLEVSKY	Peter Michael		WA 715/2/4	300	16	13.6	270.4	<input type="text" value="270.4"/>
HASHMAT	Tanya Marie		WA 71/5/3	100	25	93.6	0	<input type="text" value="0"/>
JOHNSON	Mark Clayton		WA 288/7/2	608	31	544.6	32.4	<input type="text" value="32.4"/>
KNIGHT	Tania		WA 966/6/9	900	85	139.85	675.15	<input type="text" value="675.15"/>
LADD	Bruno	Shoot2@	NSW 7096/9/1	300	28	0	272	<input type="text" value="272"/>
MASON	Cassandra Catherine		WA 1267/5/9	800	25	13.6	761.4	<input type="text" value="761.4"/>
MISKI	Anthony Ernest		WA 973/6/6	675	50	18.1	606.9	<input type="text" value="606.9"/>

Receipt Number: Line Ref:

page 1 of 2

8. If any AER data has been entered the IC due for Payment column will be prepopulated.

9. Once data entry is completed select the *Submit to ITSA and View Remittance* button
10. The RC/IC History page will be displayed.

RC/IC History

Payment Period: 01-07-2009 to 30-06-2010
01-07-2008 to 30-06-2009

	Remittance Type	RA Reference No	RA Date Created	Intended Payment	Date Paid	Paid	Receipt No	Line Ref	
View Orig	Re Interest Charge	ICO-5215-215	28-Jan-2010	\$1,470.00		\$0.00			Lodged Doc
View Orig	Interest Charge	ICO-5215-212	27-Jan-2010	\$272.00		\$0.00			Lodged Doc
View Orig	Realisation Charge	RCO-5215-223	27-Jan-2010	\$2168.52		\$0.00			Lodged Doc
View Orig	Interest Charge	ICO-5215-211	27-Jan-2010	\$47.40		\$0.00			Lodged Doc
View Orig	Interest Charge	ICO-5215-188	12-Jan-2010	\$10.00	12-Jan-2010	\$10.00	P144000025	1	Lodged Doc
	Realisation Charge			\$0.00	11-Jan-2010	\$100.00	P144000024	1	Lodged Doc

11. An RA reference number is generated, you will need to quote this number to ITSA when making the payment.

TIP: At present, payments cannot be submitted via Online Services. Please submit your payment to ITSA via the current method (EFT, cheque etc)

12. Select the [View Orig](#) hyperlink to view the Form 15
13. Once ITSA has processed the payment the *RC/IC History* screen will be updated to display the receipt number. Additionally each administrations AER page will be updated to reflect the payments made to ITSA during each period.

4.4 Submission of non-administration based Interest Charges without entering AER data

If the client chooses to use a single bank account for all the administrations under their control they can submit a single Interest Charge remittance to ITSA.

1. Login to Online Services
2. Select *Administrations* from the menu
3. Select *Generate RC/IC Remittance*
4. Select *Interest Charge (Trustee)* from the drop down list.
5. Select the period (the default is the current period).

Generate Remittance Type

Remittance Advice

Charge period from / / To: / /

6. Select the *Display* button. The *Remittance Advice* screen is displayed.

Remittance Advice

Remittance Advice

Charge period from / / To: / /

Interest Earned	<input type="text" value="4000"/>	Bank Charges	<input type="text" value="39"/>
Total IC (Trustee) Payments made to ITSA	<input type="text" value="450"/>	Total IC (Administrations) Payments made to ITSA	<input type="text" value="2041"/>
Total IC (Trustee) due for Payment	<input type="text" value="1470"/>	Actual Payment	<input type="text" value="1470"/>

7. Enter the total interest amount
8. Enter the total bank charges
9. Select the *Calculate* button

10. Enter the payment amount into the Actual Payment field
11. Select the *Submit to ITSA and View Remittance* button. The *RC/IC History* page will be displayed.

RC/IC History

Payment Period: 01-07-2009 to 30-06-2010
01-07-2008 to 30-06-2009

	Remittance Type	RA Reference No	RA Date Created	Intended Payment	Date Paid	Paid	Receipt No	Line Ref	
View Orig	Rc Interest Charge	ICO-5215-215	28-Jan-2010	\$1,470.00		\$0.00			Lodged Doc
View Orig	Interest Charge	ICO-5215-212	27-Jan-2010	\$272.00		\$0.00			Lodged Doc
View Orig	Realisation Charge	RCO-5215-223	27-Jan-2010	\$2168.52		\$0.00			Lodged Doc
View Orig	Interest Charge	ICO-5215-211	27-Jan-2010	\$47.40		\$0.00			Lodged Doc
View Orig	Interest Charge	ICO-5215-188	12-Jan-2010	\$10.00	12-Jan-2010	\$10.00	P144000025	1	Lodged Doc

12. An RA reference number is generated. Please quote this number to ITSA when making your payment. Once ITSA processes the payment the *RC/IC History* screen will be updated to display the receipt number.

TIP: At present, payments cannot be submitted via Online Services. Please submit your payment to ITSA via the current method (EFT, cheque etc)

5 RC/IC HISTORY

Once a payment has been processed by ITSA the *RC/IC History* page will be updated with the receipt number and the [Lodged Doc](#) link becomes active. If a copy of the Form 15 or 16 is required click on the [View Orig](#) link, a copy of the form will be displayed.

RC/IC History

Payment Period: 01-07-2009 to 30-06-2010
01-07-2008 to 30-06-2009

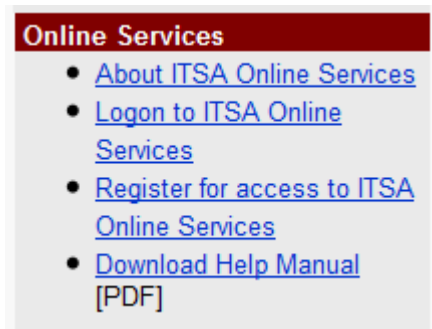
	Remittance Type	RA Reference No	RA Date Created	Intended Payment	Date Paid	Paid	Receipt No	Line Ref	
View Orig	R&I Interest Charge	ICO-5215-215	28-Jan-2010	\$1,470.00		\$0.00			Lodged Doc
View Orig	Interest Charge	ICO-5215-212	27-Jan-2010	\$272.00		\$0.00			Lodged Doc
View Orig	Realisation Charge	RCO-5215-223	27-Jan-2010	\$2168.52		\$0.00			Lodged Doc
View Orig	Interest Charge	ICO-5215-211	27-Jan-2010	\$47.40		\$0.00			Lodged Doc
View Orig	Interest Charge	ICO-5215-188	12-Jan-2010	\$10.00	12-Jan-2010	\$10.00	P144000025	1	Lodged Doc
	Realisation Charge			\$0.00	11-Jan-2010	\$100.00	P144000024	1	Lodged Doc
View Orig	Interest Charge	ICO-5215-184	11-Jan-2010	\$5.50	11-Jan-2010	\$5.50	P144000023	1	Lodged Doc
View Orig	Interest Charge	ICO-5215-184	11-Jan-2010	\$5.50	11-Jan-2010	\$5.50	P144000022	1	Lodged Doc
View Orig	Realisation Charge	RCO-5215-183	12-Jan-2010	\$0.00	11-Jan-2010	\$6.00	P144000021	1	Lodged Doc
	Realisation Charge			\$0.00	11-Jan-2010	\$6.00	P144000020	1	Lodged Doc

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6 SOURCES OF ASSISTANCE

If you require assistance with any aspect of Online Services, please:

- Contact your local Information & Registry office
- Call the Information Service on 1300 364 785
- Email onlineservices@itsa.gov.au
- Visit the ITSA website: < www.itsa.gov.au > Information regarding Online Services is located on the left hand side of the home page:



7 FEEDBACK

If you have any feedback regarding Online Services current functionality or a suggestion for functionality for the future, please use the feedback link available from the banner menu:



or email: onlineservices@itsa.gov.au

