

Requesting a debt report (RA68 / RA64) - AU

RA67/68 and / RA63/64

You can request a debt report for a specific company or for all companies you're the registered agent for.

To request a debt report for a specific company

1. Select **All clients** and click **Corporate admin** on the top menu bar. The **Client lodgements** page appears.
2. Click **Agent lodgements** on the secondary navigation menu. The **Agent lodgements** page appears.
3. Click **Prepare form** at the top right of the page.
4. Locate **Debt report - specific company** in the forms list and click **Prepare form** on the right.
5. Type the company name you want to request a debt report for.
6. Select **I hereby declare that I am authorised to request this report.**
7. Click **Create task**

To request a debt report for all companies

1. Select **All clients** and click **Corporate admin** on the top menu bar. The **Client lodgements** page appears.
2. Click **Agent lodgements** on the secondary navigation menu. The **Agent lodgements** page appears.
3. Click **Prepare form** at the top right of the page.

4. Locate **Debt report - all companies** in the forms list and click **Prepare form** on the right.
5. Type the name of the agent, or click on the drop-down list to choose the agent you want to request debt reports for.
6. Select **I hereby declare that I am authorised to request this report.**
7. Click **Create task**