

YOUR BUSINESS TAX RETURN CHECKLIST

Name of business:

ABN:

Type of business: sole trader/partnership/company/trust (Circle the entity that applies)

Business activity details:

We have created the following checklist to help our clients prepare for their business tax returns. The checklist outlines the key documents and information that we require to quickly and efficiently prepare your tax return.

Did any of the following apply to you?	Y/N	If so, please provide the following:	
YOU USED A MANUAL CASHBOOK	<input type="checkbox"/>	Cashbook	<input type="checkbox"/>
YOU USED A COMPUTERISED ACCOUNTING SYSTEM	<input type="checkbox"/>	Back up file on cd/memory stick	<input type="checkbox"/>
YOU RECONCILED YOUR BUSINESS BANK ACCOUNTS	<input type="checkbox"/>	Copy of reconciliation/s and 30 June Business bank statement/s	<input type="checkbox"/>
YOU LODGED BAS OR IAS STATEMENTS YOURSELF	<input type="checkbox"/>	Copies of the details lodged	<input type="checkbox"/>
YOU ACCOUNT FOR STOCK	<input type="checkbox"/>	Details of 30 June value from stocktake	<input type="checkbox"/>
YOU OWE OR ARE OWED MONEY AT 30 JUNE	<input type="checkbox"/>	Details of debtor and creditor balances	<input type="checkbox"/>
YOU PAID EMPLOYEES A WAGE/SALARY	<input type="checkbox"/>	Copies of the PAYG Payment Summaries and the annual summary	<input type="checkbox"/>
YOU PAID EMPLOYEE SUPER CONTRIBUTIONS	<input type="checkbox"/>	Details of the amount paid for employees	<input type="checkbox"/>
YOU PAID PERSONAL SUPER CONTRIBUTIONS	<input type="checkbox"/>	A copy of your superannuation statement	<input type="checkbox"/>
YOU KEPT A MOTOR VEHICLE LOG BOOK	<input type="checkbox"/>	Copy of the Log Book (to be updated every 5 years)	<input type="checkbox"/>
YOU HAVE NOT KEPT A MOTOR VEHICLE LOG BOOK	<input type="checkbox"/>	Details of number of km's travelled for business & car engine size	<input type="checkbox"/>
YOU PURCHASED NEW ASSETS	<input type="checkbox"/>	Item details, date purchased, amount & private usage %	<input type="checkbox"/>
YOU SOLD ASSETS DURING FINANCIAL YEAR	<input type="checkbox"/>	Item details, date sold, amount sold for	<input type="checkbox"/>
YOU TOOK OUT A NEW BUSINESS LOAN	<input type="checkbox"/>	Copies of the loan documents and any statements received	<input type="checkbox"/>
YOU TOOK OUT NEW FINANCE	<input type="checkbox"/>	Copy of the Chattel Mortgage/Hire Purchase/Lease document	<input type="checkbox"/>
YOU RECEIVED BUSINESS ACCOUNT INTEREST	<input type="checkbox"/>	Copy of End of year statement from bank	<input type="checkbox"/>
YOU RECEIVED DIVIDEND INCOME	<input type="checkbox"/>	Copy of share dividend statements	<input type="checkbox"/>
YOU RECEIVED OTHER INVESTMENT INCOME	<input type="checkbox"/>	Copy of annual taxation statement	<input type="checkbox"/>
YOU SOLD PROPERTY	<input type="checkbox"/>	Copy of the settlement statements for the purchase & sale	<input type="checkbox"/>
YOU SOLD SHARES	<input type="checkbox"/>	Copy of the purchase and sale contract notes	<input type="checkbox"/>
YOU USE A HOME OFFICE AND/OR HOME TELEPHONE	<input type="checkbox"/>	Business use % based on one month's diary entries	<input type="checkbox"/>

Do you have any further information that you would like to provide:

If we can assist you with any additional information, please do not hesitate to contact us directly. We would be happy to help.