

## BUSINESS TAX CHECKLIST

### INCOME & EXPENSES

- Quickbooks/MYOB/Phoenix Files
- Reconciled cashbook including drawings taken from The business before banking
- Bank statements with total interest received
- Dividend statements received
- Details of income protection insurance paid
- Details of Personal Superannuation Contributions (if self employed)
- Details & statements of any FMD deposits or withdrawals

### Assessable Government & Other Payments

- Details of any assessable Government Industry Payments

### Other Income

- Bank statements, receipts, invoices, cash book
- Records of any other income

### INVESTMENT PROPERTIES

#### Investment Property Information

- Statements of rental income received
- Details of expenditure incurred
- Purchase Settlement statements and contracts of Rental properties for properties purchased or sold during the year

#### For New Investment Properties

- Date the Property was first available to rent
- Date the Property was built
- Depreciable Items (eg. Air Conditioning, Hot Water System, Stove)

### CAPITAL AQUISITIONS & DISPOSALS

#### For Any Business Assets

- Copy of Contract and Settlement Statements for Assets purchased or sold (eg. Shares)
- List of all business assets showing date of purchase, Price, description, hire purchase and lease details
- Details of any repairs or maintenance to business Assets during the tax year
- Dates and values of plant and equipment sales

### OTHER EXPENSES

#### Business Loans

- Statements for all loans owing by the business, showing An end of financial year balance and interest paid (bank Loans, equipment loans etc.)

#### Employees

- Copies of payment summaries issued, payment summary statement and annual reconciliation for salaries and wages
- Information relating to super contributions made for each employee and director

#### Motor Vehicle & Travel Expenses

- Make and Model of motor vehicle
- Travel diary or log book
- Evidence of motor vehicle expenses such as fuel, repairs, registration and insurance
- Odometer readings for the first and last date of the financial year

### OTHER INFORMATION

- Value of Closing Stock on hand at end of financial year
- Value of Work in Progress at end of financial year
- Debtor and Creditor details at end of financial year
- Personal income tax/investment details (refer to Individual Tax Return Checklist)

### NEW CLIENTS

- Last year's Tax Return & Financial Statements
- Previous year's Accounting Fees
- Bank account details (Bank account name, number and BSB)

### HELP US KEEP OUR DATABASE UP TO DATE

Full Name \_\_\_\_\_

Postal Address: \_\_\_\_\_

StreetAddress: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_



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1. Did you have livestock on hand at 30 June 2020? YES/NO

	Sheep	Rams	Cattle	Bulls	Horses	Pigs	Other
On Hand 1/07/19							
Purchases							
Natural Increase							
Sales							
Rations							
Losses							
On Hand 30/06/20							

Value of Closing Stock at 30 June 2020: \_\_\_\_\_

Value of Work In Progress at 30 June 2020: \_\_\_\_\_

**DEBTORS AND CREDITORS**

2. Were you owed money (debtors) or did you owe money (creditors) as at 30 June 2020? YES/NO

**DEBTORS (Please list)**

(Income earned (including GST) prior to 30/06/20 eg. sales made or work performed, but income not received until after June)

DETAILS	AMOUNT
	\$
	\$
	\$
	\$
	\$

**CREDITORS (Please list)**

(accounts owing @ 30/06/20 eg. expenses incurred (including GST) prior to 30/06/20), but paid after June)

DETAILS	AMOUNT
	\$
	\$
	\$
	\$
	\$

3. Has any income been received and not banked: YES/NO

DETAILS	AMOUNT
	\$
	\$
	\$

**MOTOR VEHICLES**

6. Motor Vehicle odometer readings at 30/06/20 for vehicles with a private use portion.

(If a new log book was kept during the year, please supply)

	Vehicle 1	Vehicle 2	Vehicle 3
Motor Vehicle Description:			
Odometer Reading:	_____ km	_____ km	_____ km