
BUSINESS INCOME TAX RETURN CHECKLIST

GENERAL INFORMATION

- Bank Statements with balances as at 30 June for all accounts relating to the business
- Reconciled accounting software date file as at 30 June (i.e. Xero, MYOB, QuickBooks) including information regarding software version & passwords
- If not using accounting software**, reconciled cash work-book including drawings taken before banking;
or,
- All Bank Statements indicating the nature of each deposit

EMPLOYEES

- Details regarding superannuation contributions paid for any/all employees
- Wages book (if applicable)

STOCK ON HAND / WORK IN PROGRESS

- Value of closing stock on hand as at 30 June
- Value of work in progress as at 30 June

PLANT AND EQUIPMENT

- Details regarding all assets acquired including description of assets, date acquired, purchase price
- Details regarding all assets sold including assets, date sold, sale price)

MOTOR VEHICLE

- Details regarding all motor vehicle related expenditure
- Log-Books
- Total Kilometres travelled (including business kms)
- Copy of any Hire Purchase/Leasing documents/Loan statements

OTHER BUSINESS DETAILS

- Balance of Petty Cash as at 30 June
- List of Trade Creditors as at 30 June
- Compulsory superannuation contributions **unpaid** as at 30 June
- List of trade debtors as at 30 June
- List of bad debts written off or to be written off as at 30 June