

BUSINESS INCOME TAX RETURN CHECKLIST – PER ENTITY

GENERAL INFORMATION

- Bank Statements at 30 June for all accounts relating to the business
- Reconciled MYOB / Quicken date file as at 30 June
Version: _____
Password: _____

If not using MYOB / Quicken, provide the following;

- Reconciled cash work-book including drawings taken before banking **OR**
- All Bank Statement indicating the nature of each deposit

EMPLOYEES

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

STOCK ON HAND / WORK IN PROGRESS

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

PETTY CASH

- Balance of petty cash as at 30 June

CREDITORS

- List of trade creditors at 30 June
- Compulsory superannuation contribution unpaid as at 30 June

MOTOR VEHICLE

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

PLANT AND EQUIPMENT

- Details regarding all assets acquired (Description of assets / date acquired / purchase price)
- Details regarding all assets sold (Description of assets / date sold / sale price)

DEBTORS

- List of trade debtors at 30 June
- List of bad debts written off or to be written off at 30 June

NEW CLIENTS ONLY

- Prior year's Income Tax Return, Financial Statements and work papers
- Prior year accountancy fees

INDIVIDUAL INCOME TAX RETURN CHECKLIST – PER INDIVIDUAL

INCOME

- PAYG summary statement
- Australian Government Allowances (i.e. Newstart, Youth Allowance etc)
- Other Income (Director Fee / allowances / bonuses / tips / consulting fees / honoraria)
- Bank Statements (Interest received / fees charged)
- Trust or Partnership Distribution Statement
- Share Dividend Statement
- Managed Fund Statements
- Statements of any Capital Assets sold (i.e. shares / property etc)
- Lump Sum Payment Statement (e.g. Eligible Termination Statements)
- Business Income
- Foreign Source Income

RENTAL INCOME

- Rental income received
 - Annual Agent's Statement (if applicable)
- AND/OR**
- Invoices for any amounts paid personally (i.e. Council rates / water rates / insurance etc.)

DEDUCTIONS

- Receipts of Donation to Charities
- Receipts of Work Related Car Expenses
- Receipts of Work Related Travel Expenses
- Receipts of Self Education Expenses (i.e. Fees / books / computer costs / travel expenses)
- Receipts of other Work Related Expenses (i.e. home office expenses / laundry / memberships / overtime meals / seminars / subscriptions / telephone / tools and equipment / union fees)
- Depreciable Items (i.e. Purchase of assets worth > \$300 for work / any assets sold)
- Bank statements of funds borrowed to purchase investments
- Receipts of Income Protection Insurance
- Personal Superannuation Contributions

OTHER INFORMATION

- Private Health Insurance
- Out of pocket Medical Receipts (if spent more than \$1,500)