



Business Tax Checklist

| REQUIREMENT | PROVIDED |
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| Your bank account details (BSB: ___ - ___ Account No: _____) | |
| A copy of last year tax return (new clients only) | |
| Business/company computer file backup, name MYOB/Xero/Quickbooks and version of software and password (if applicable) | |
| Bank statement and reconciliation report as at 30 June | |
| List of inventory/stock on hand at 30 June | |
| Copies of all new Hire Purchase and Lease contracts this year (for new clients, please provide all HP and Lease contracts you have which are still currently being paid out) | |
| Copies of all Settlement Statements from Solicitors and Contract for Purchase or Sale of Business (for new clients, please provide all Settlement Statements and Contract for purchase of existing business) | |
| Copies of all Loan Statements for the full year to 30 June | |
| Copies of Credit Card Statements for full year if used in business | |
| Payroll Employee Summary Report for full year and reconciliation to Wages Expense Accounts | |
| Details/notes on any unusual items or events in the year | |
| If details are NOT provided on software, please provide the following: | |
| List of Fixed assets (Plant & Equipment etc. purchased during the year including date, details & cost) | |
| Accounts Payable List and Reconciliation as at 30 June | |
| Accounts Receivable List and Reconciliation as at 30 June | |
| General insurance policies | |
| Personal insurance policies | |
| Superannuation Statements | |
| <p>*Please confirm that you have provided all necessary information / receipts / software etc. prior to commencement of your tax work.</p> <p>If you are not sure about something, please call or email the office prior to your request for the return to be completed.</p> | |
| <p>Liability limited by a scheme approved under Professional Standards Legislation</p> | |