

# Business Tax Return Checklist

*Please collect your information and documents for the items below .*

*Check them off when you've found them – this will make your tax return appointment faster and easier.*

## GENERAL

- Last Year's Financial Report and Income Tax Return
- Records of sales and purchases of any shares, business or property
- Copy of legal and statutory documents, ASIC Company Statement, Constitution, Trust Deed, Partnership Agreement, etc
- Bank account details for direct tax refunds
- Accounting data file, ie. MYOB, Quickbooks, excel or manual cash books

## ASSETS

- Bank statements and bank reconciliations
- Asset register including details of all assets bought and sold
- Work in progress at year end
- Trade debtors at year end
- Value of stock on hand and basis of valuation (cost or market value)

## LIABILITIES

- Trade creditors at year end
- Bank loan statements including interest paid
- Copies of any new hire purchase, chattel mortgage or equipment finance documents
- Details of any shareholder or director loans

## INCOME

- Business income
- Details of any government or trade grants, fuel tax credits, rental income
- Interest earned for the relevant year from the banks, building societies etc.
- Dividend statements
- Distribution statements, annual tax statements and capital gains tax statements
- Details of proceeds from the sale of business or capital assets
- Details of any other income earned

## EXPENSES

- Wages paid including a copy of the Annual PAYG Summary Statement and individual PAYG payment summaries
- Superannuation contributions paid during the year and unpaid at year end
- Contractors payments including a copy of the Building & Construction Industry Taxable Payments Reports (if applicable)
- Travel Expenses including diary details
- Entertainment expense details
- Fringe benefits including types of benefit provided by employee
- Motor vehicle expense details and log books