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* Copy of **Computer File** (Quicken, Quickbooks, Myob, E-Records etc)
* Copy of **30 June Business Bank Statements** confirming Closing Balances
* Copy of **Bank Reconciliation as at 30 June** for all Business Accounts
* Copy of **All Business Loan Bank Statements** for the Financial Year
* Copy of **Annual PAYG Withholding Reconciliation** lodged with the ATO
* Copy of **any New Finance Documents** taken out in the Financial Year

### Chattel Mortgage / Hire Purchases / Leases / Split Loans

* + Copy of Tax Invoice for Asset purchased on Finance
* **End of Year (30 June) Balance Sheet Items**
  + Stock on Hand
  + Trade Debtors (Money owed to the Business as at 30 June)
  + Trade Creditors (Money the Business owes as at 30 June)

### **Gross Interest** Received on all Business Bank Accounts for the financial year

\* All **Dividend Slips** for payments received during the financial year

**\* Managed Investment Annual Taxation Summary Statements**

- Include all associated expenses (ie: Margin Loans, Management Fees etc)

* **Capital Gains Tax Information** - (Direct Shares or Property)

### Date of Asset Purchase

* + Cost of Asset Purchase (Including Stamp Duty/ Legal Fees/ Reno's)
  + Date of Asset Sale (Contract Date)
  + Sale Price of Asset (Including all Selling Costs ie: Commission, Legals etc)

## Please Provide Settlement Statements or Buy/Sell Contracts for the Above

* **Copy of Motor Vehicle Log Book Details (**to be updated every 5 Years)

## Documents relating to the PURCHASE / SALE of a New Business

* + Copy of Stamped Contract
  + Include Equipment Schedules and apportionments
  + Settlement Statement prepared by Solicitor
  + Other Costs associated with purchase (ie: Legal Fees, Accounting Fees)
  + Copy of all New Finance Documents (inc: Loan establishment fees etc)
* Ensure all **New Asset PURCHASES** or **SALES** are **clearly narrated** and include
  + Date of Purchase or Sale
  + Cost of Asset or Sale consideration received (include trade in details)
  + Cost of Asset or Sale consideration received (Include Trade in Details)
  + Nominate the Business use % if applicable for new Assets