

Business Tax Return Checklist

Financial Year – 1st July =>30th June

* Copy of Computer File (Quicken, Quickbooks, Myob, E-Records etc)	<input type="checkbox"/> Check Box
* Copy of 30 June Business Bank Statements confirming Closing Balances	<input type="checkbox"/> Check Box
* Copy of Bank Reconciliation as at 30 June for all Business Accounts	<input type="checkbox"/> Check Box
* Copy of All Business Loan Bank Statements for the Financial Year	<input type="checkbox"/> Check Box
* Copy of Annual PAYG Withholding Reconciliation lodged with the ATO	<input type="checkbox"/> Check Box
* 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	<input type="checkbox"/> Check Box
* 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)	<input type="checkbox"/> Check Box
* Gross Interest Received on all Business Bank Accounts for the financial year	<input type="checkbox"/> Check Box
* All Dividend Slips for payments received during the financial year	<input type="checkbox"/> Check Box
* Managed Investment Annual Taxation Summary Statements - Include all associated expenses (ie: Margin Loans, Management Fees etc)	<input type="checkbox"/> Check Box
* 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)	<input type="checkbox"/> Check Box
Please Provide Settlement Statements or Buy/Sell Contracts for the Above	
* Copy of Motor Vehicle Log Book Details (to be updated every 5 Years)	<input type="checkbox"/> Check Box
* 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)	<input type="checkbox"/> Check Box
* 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	<input type="checkbox"/> Check Box