Check Box

 Check Box

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 Check Box

* **Business Bank Statements** for the relevant Quarter (Include to the End of the Month)
	+ Including Business Loan Accounts etc
* **Cheque Books and Deposit Slips** for the relevant Quarter

# **Primary Producers**

* + **Mill Pays** provided by CSR
	+ **Cattle Sales Invoice** & Head sold/purchased figure

# Small Crop Sales Invoice

* **Rental Property Summaries** (Provided Monthly by Real Estate Agent)
* **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
* **Private Use %** information for following Expenses
	+ Provide Motor Vehicle Log Book Details **(**to be updated every 5 Years)
	+ Electricity
	+ Home Telephone & Mobile
	+ Insurance
* Documents relating to the **PURCHASE / SALE of a New Business or Property**
	+ 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
	+ Tax Invoice
	+ Date of Purchase or Sale
	+ Cost of Asset or Sale consideration received
	+ Trade in Details (GST is Sellers responsibility)
	+ Nominate the Business use % if applicable for new Assets

## Provide the Relevant information to Calculate the Fuel Rebate

* + Date of Fuel Purchase
	+ Invoice Number
	+ Date Paid
	+ Total Litres
	+ Ineligible Litres / Eligible Litres

## Provide Wages Details for the relevant quarter

* + Total Gross Wages Paid for the Quarter
	+ Total Tax Witheld from Gross Wages
	+ Ensure that the Gross Wages less the Tax Withheld agrees to the cheques paid