Check Box



Check Box



Check Box



Check Box



Check Box



Check Box



Check Box



Check Box



 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