

2018 (Business) Tax Return Checklist

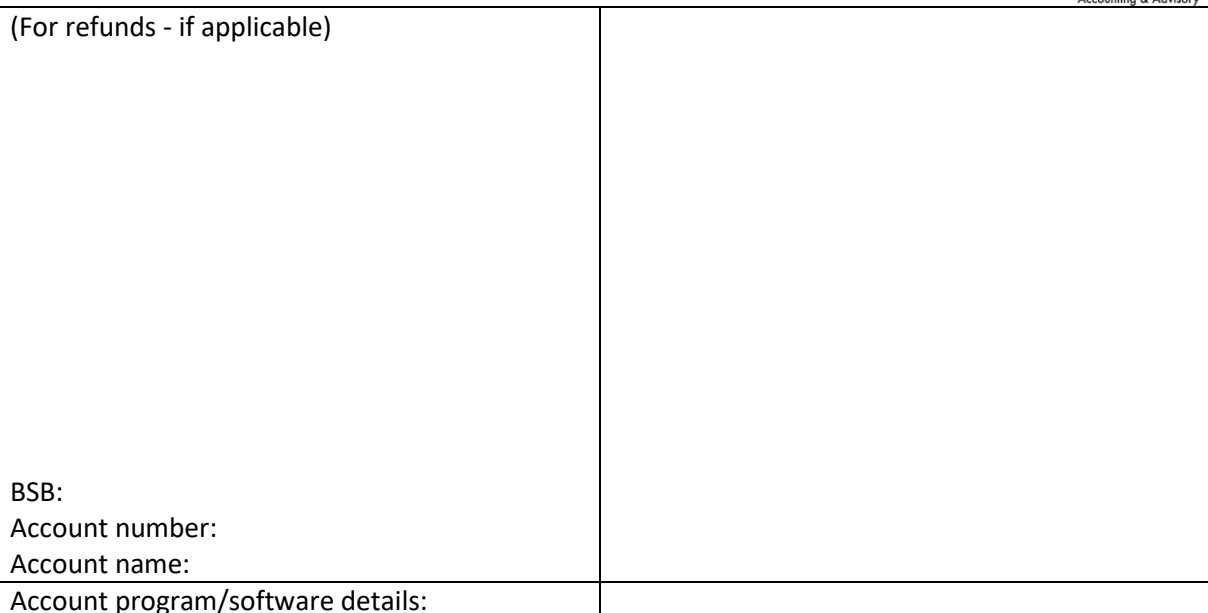
Please complete and use the following checklist we have compiled for your convenience as a guide to provide all the relevant information required for us to prepare your 2018 business tax return.

FOR COMPANY

Company Name: Has name changed since last return? (If yes, please provide name)	
Directors Name:	
Shareholders Name:	
Company Address:	
Company Postal Address:	
Australian Business Number (ABN):	
Phone Contact Details: Mobile phone number Home phone number	
Email	
Business Activity:	
Electronic Banking Details (For refunds - if applicable) BSB: Account number: Account name:	
Account program/software details:	

FOR TRUST/PARTNERSHIP

Trust/Partnership Name:	
Trust Company Name:	
Name of Trustee Company Director:	
Trust Company Address:	
Trust Company Postal Address:	
Australian Business Number (ABN):	
Phone Contact Details: Mobile phone number Home phone number	
Email	
Business Activity:	
Electronic Banking Details	



We declare that all the information provided with this checklist is a complete, true and correct disclosure of my income and expenditures for the purpose of preparing my Income Tax Return.

Date _____

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	Yes No N/A	Supporting Documents
Manual Accounts Please provide the following information: <ul style="list-style-type: none"> Reconciled Cashbook (if applicable) Cheque payment details Deposit details 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Cash Balances Please provide the following information: <ul style="list-style-type: none"> Bank Statement for the period 1 July 2017 to 30 June 2018 Bank Reconciliation as at 30 June 2018 		<input type="checkbox"/> <input type="checkbox"/>
Accounts Receivable Please supply a list of trade debtors as at 30 June 2018 Please provide a list of bad debts written or to be written off		<input type="checkbox"/> <input type="checkbox"/>
Investments/Property Income Please provide details of all investment and rental property income received during the year, including: <ul style="list-style-type: none"> Dividend statements Interest statements Trust taxation summaries Rental property statements 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Investments/Property Expenses Please provide details of all investment and rental property expenses received during the year, including: <ul style="list-style-type: none"> Interest statements Council & utility rates Insurances Rental property statements Depreciation report Travel expenses New asset invoices (e.g. TV, dryer, dishwasher) 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Investments/Property Purchased Please provide details of all investment/property purchased during the year, including: <ul style="list-style-type: none"> Date of purchases Cost of acquisition Copy of contract for purchase Copy of settlement statement & related invoices 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Investments/Property Sold or Disposed Please provide details of Investments/Property <u>sold</u> or <u>disposed</u> during the year, including: <ul style="list-style-type: none"> ▪ Date of disposal ▪ Consideration received ▪ Copy of contract for purchase ▪ Copy of settlement statement & related invoices 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Stock/Inventory/ Work in Progress Please advise the value of Stock on hand / Work in Progress as at 30 June 2018. Please tick the valuation method you used: <input type="checkbox"/> Cost <input type="checkbox"/> Market <input type="checkbox"/> Replacement Alternatively, (for small business entities only) please confirm if the estimated value of stock at 30 June 2018 differs from the value at 30 June 2017 by \$5,000 or less.		<input type="checkbox"/>
Prepayments Have you paid any expense in advance that span two financial years? For example: <ul style="list-style-type: none"> ▪ Subscription ▪ Insurance ▪ Internet/phone access ▪ Legal fees Please advise the period of time covers		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Fixed Assets Please provide details of assets <u>purchased</u> during the year, including copy of invoices and estimated useful life. Please provide details of assets <u>sold</u> or <u>disposed</u> during the year, including date and consideration received. Please review your depreciation schedule from the previous year. Have any of these assets been scrapped, taken for personal use or traded in?		<input type="checkbox"/> <input type="checkbox"/>
Accounts Payable Please supply a list of trade creditor as at 30 June 2018 Please provide a copy of credit card statements up to and including 30 June 2018		<input type="checkbox"/> <input type="checkbox"/>
GST Please supply copies of all Business Activity Statements (BAS) lodged during the year?		<input type="checkbox"/>
Wages/PAYG Withholding /Superannuation Please provide copies of Payment Summaries and Year-End Summary Statement submitted to the ATO should we not be		<input type="checkbox"/>

<p>preparing these on your behalf. Please provide details of compulsory employee superannuation contributions including date of payment. Have all amounts cleared your bank account as at 30 June 2018?</p>		<input type="checkbox"/>
<p>Annual Leave/Long Service Leave Please provide a schedule of leave entitlements as at 30 June 2018, including:</p> <ul style="list-style-type: none"> ▪ Employee name ▪ Number of days owed ▪ Entitlement (\$) 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Leases/Hire Purchase/Chattel Mortgage Please provide a copy of lease/hire purchase/chattel mortgage agreements for any new agreements entered into during the year, or should this be the first year we are preparing your accounts, any agreements still active.</p> <p>If we are preparing your accounts for the first time, please provide a copy of lease/hire purchase/chattel mortgage agreements for existing loans as at 1 July 2018.</p> <p>Please provide details for any agreements paid out during the year.</p> <p>Please provide details for any agreements refinanced during the year.</p>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Bank Loans Please provide copies of loan statements up to and including 30 June 2018.</p> <p>If a new loan was entered into during the year, please provide copy of the loan/facility Agreement.</p> <p>If we are preparing your accounts for the first time, please provide a copy of the loan/facility agreement for any existing loans as at 1 July 2017.</p>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Other Loans / Unpaid Entitlements Please provide details of any other loans / unpaid entitlements</p>		<input type="checkbox"/>
<p>Fringe Benefits Please provide details of any benefits provided to employees</p>		<input type="checkbox"/>
<p>Related Entity Transactions Please provide details of any related entity transactions</p>		<input type="checkbox"/>
<p>Other Information Please list below</p>		<input type="checkbox"/>