

Please refer to the following checklist as a guide only. It is compiled using the most frequent forms of income and expenses found by the typical business client.

Tax Return Essentials

- Entity Type
- Entity Name (legal name)
- Registered Trading Name
- Tax File Number (TFN)
- Australian Business Number (ABN)
- Australian Company Number (CAN)
- Business Address
- Best Contact Person
- Telephone Number
- Email Address

If using a computer program

- Memory Stick with data file
- Copies of bank statements for financial year

If not using a computer program

- Cashbook
or
- Receipt details
- Expenditure details
or
- Spreadsheets
also
- Copies of bank statements for the financial year

Wages

(as reported on PAYG Annual Summary)

- Gross wages
- Total tax withheld
- Number of Employees

GST & BAS

- Copies of all BAS statement lodged for financial year

Other Income/Deducations

Investments purchased/sold during the year (include date and cost of acquisition/disposal)

Cash management

Dividend statement

Interest statements and term deposits

Managed fund investment statements

Debtors & Creditors

- List of Debtors as at June 30
- List of Creditors as at June 30
- List of bad debts as at June 30
- Credit card statement as at June 30

Stock on Hand

- Total stock on hand as at 30 June

Cash on Hand

- Total cash on hand as at 30 June

Plant & Equipment

- Did you purchase/sell any plant & equipment during the year?
- Copies of new leases/hire purchase/chattel mortgages
- Details of paid out leases/hire purchase/chattel mortgages

Other Information

- Legal Cost (relating to business transactions)
- Personal Superannuation Contributions
- Income Protection insurance
- Log book or kilometre diary

Please email
admin@amsmith.com.au
to make an appointment
or call the office on
07 4926 2383

