

Business Tax Return Checklist

To Enable Us Complete Your Tax Return Efficiently **Please Work Through the Following Checklist**

Client Name: _____

Contact No: _____

Information	Information Provided
Income	
Bank statements indicating nature of each deposit	<input type="checkbox"/>
Reconciled MYOB/QuickBooks files	<input type="checkbox"/>
If not using MYOB/QuickBooks reconciled cash book	<input type="checkbox"/>
If the bank is not reconciled we will need all bank statements for the whole financial year	<input type="checkbox"/>
If payments have been made directly from the till we will need to know what these were for if they have not already been included in the cash book or computer file	<input type="checkbox"/>
Details regarding any government industry payments	<input type="checkbox"/>
Details regarding all assets sold	<input type="checkbox"/>
Stock on Hand/Work in Progress	
If not in the simplified tax system	<input type="checkbox"/>
Value of closing stock at 30 th June	<input type="checkbox"/>
Value of work in progress at 30 th June	<input type="checkbox"/>
Loans/Leases	
Statements for all loans owing by the business with an end of financial year balance and interest paid	<input type="checkbox"/>
List of all business assets acquired showing date of purchase, price, description, hire purchase or lease details	<input type="checkbox"/>
Employees	
Copies of payment summaries and annual reconciliation for salary and wages	<input type="checkbox"/>
Information relating to super contributions made for each employee and director	<input type="checkbox"/>
New Clients	
Prior years income tax return and work papers	<input type="checkbox"/>