

# ACCOUNTANT FIRST

REGISTERED TAX AGENT & ACCOUNTANT

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## COMPANY/TRUST/PARTNERSHIP TAX RETURN CHECKLIST

TFN:  ABN:

BUSINESS NAME			
BUSINESS ADDRESS	Street:	Suburb:	
	State:	Post Code:	

PUBLIC OFFICER:

Given Name ..... Sur Name ..... Phone.....  
 Mob..... Email.....

INFORMATION	INFORMATION PROVIDED	NOT APPLICABLE
<b>Income</b>		
Files from accounting software (MYOB, QuickBooks, Excel, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Cashbook (if maintained), which includes records of cash taken before the business takings are banked	<input type="checkbox"/>	<input type="checkbox"/>
Copies of purchase/sell notes and settlement statements for investments sold (include original contract notes and settlement statements if possible)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other income, eg rental income, investment income, grants	<input type="checkbox"/>	<input type="checkbox"/>
Details of proceeds from the sale of capital assets	<input type="checkbox"/>	<input type="checkbox"/>
Managed funds distribution statements, annual tax statements and capital gains statements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Balance Sheet</b>		
Asset register detailing depreciable assets bought, sold or disposed of during the year	<input type="checkbox"/>	<input type="checkbox"/>
Bank statements	<input type="checkbox"/>	<input type="checkbox"/>
Cheque book butts and deposit books	<input type="checkbox"/>	<input type="checkbox"/>
Details of CGT assets purchased or sold during the year	<input type="checkbox"/>	<input type="checkbox"/>
Details of work-in-progress	<input type="checkbox"/>	<input type="checkbox"/>
Listing of trade debtors with amounts outstanding as at 30 June 201...	<input type="checkbox"/>	<input type="checkbox"/>
Value of stock as at 30 June 201... (and basis of valuation)	<input type="checkbox"/>	<input type="checkbox"/>
Details of all loans	<input type="checkbox"/>	<input type="checkbox"/>
Listing of trade creditors with amounts owing as at 30 June 2013	<input type="checkbox"/>	<input type="checkbox"/>
Statements from any financier's detailing the opening and closing balances of existing loans during the financial year	<input type="checkbox"/>	<input type="checkbox"/>
Details of any changes to shareholdings or directorships or new units issued	<input type="checkbox"/>	<input type="checkbox"/>
Details of loans from shareholders or partners	<input type="checkbox"/>	<input type="checkbox"/>

<b>Deductions</b>		
Details of wages paid during the year including copies of the PAYG Payment Summaries & PAYG Summary Statement.	<input type="checkbox"/>	<input type="checkbox"/>
Details of contractors paid during the year including a copy of the Taxable Payments Annual Report.	<input type="checkbox"/>	<input type="checkbox"/>
Details of bad debts actually written off during the year (provide documentary evidence)	<input type="checkbox"/>	<input type="checkbox"/>
Details of entertainment expenses	<input type="checkbox"/>	<input type="checkbox"/>
Details of travel expenses (include travel diaries), particularly for overseas trips	<input type="checkbox"/>	<input type="checkbox"/>
Details of fringe benefits paid on behalf of employees, including any new arrangements for the provision of vehicles available for private use	<input type="checkbox"/>	<input type="checkbox"/>
Copies of logbooks for new and existing vehicles, excluding utility vehicles and trucks (completed within the last 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
Details of superannuation contributions for employees & directors	<input type="checkbox"/>	<input type="checkbox"/>
Details of interest on loans (including explanation of purpose)	<input type="checkbox"/>	<input type="checkbox"/>
Details of lease expenses for motor vehicles, premises and equipment	<input type="checkbox"/>	<input type="checkbox"/>
Details relating to legal expenses	<input type="checkbox"/>	<input type="checkbox"/>
Copies of new HP or chattel mortgage agreements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Information</b>		
Copy of the Company Constitution, if not already supplied	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the Trust Deed, if not already supplied	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the Partnership Agreement if not already supplied	<input type="checkbox"/>	<input type="checkbox"/>

**BANK DETAILS:**

Account Holder Name: .....

BSB       Account Number

I understand and acknowledge that business tax return is being prepared on the information and data provided to the tax agent. I declare that all the information I have given is true and correct. I have all the necessary records and receipts to substantiate my claim for deductions and offsets. My tax agent has explained to me the tax law relates to my return and I understand that if any queries has been raised it is my own responsibility to provide written evidence in the event of an audit.

Tax Payer Name..... Signed..... Date.....

**(Please send this checklist along with your all the documents by fax or email to us)**