

TAX HELP CHECKLIST – BUSINESS

To save you time and frustration, please use the below checklist to help you get together the information you require, so we can help you better.

GENERAL

- Backup of any Data files (ie MYOB/Quickbooks etc) including passwords
- Where no data file is provided, cheque books and deposit books for the period

INCOME

- Details of any income received
- Interest earned for the relevant year from the banks, building societies or other institutions.
- Dividend Statements
- Details of any rental property income

EXPENSES

- Details of any Bad Debts which should be provided for or written-off for the year
- Details of any repairs made, legal expenses incurred
- Details (incl copies of PAYG summaries) of all wages paid

LIABILITIES

- Copies of relevant documents and full details of loans, hire purchase agreements, leases and bank periodical payments
- Creditors list (amounts owed by you) at the end of the relevant year
- Copy of all Business Activity Statements/ Instalment Activity Statements for the year
- Details of any other liabilities

ASSETS

- Bank statements for the **whole** of the relevant period
- Bank Reconciliation at 30 June (if available)
- Cheque butts and deposit books (if no accounting program used)
- Debtors list (amounts owing to you) at the end of the relevant year
- Documents and details of assets including plant and equipment purchased, sold or scrapped during the year, including dates of acquisition and disposals.
- List of any prepayments for the year
- List of any loans owing to you. Details of advances and repayments, interest details and length of loan outstanding
- Any share or investment Buy/Sell Statements