

## TAX HELP CHECKLIST – SMALL 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.

### INCOME

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

### EXPENSES

- Full list of business expenses as well as receipts and supporting documentation
- If any expenses are part private – indicate the % that is related to business
- Log book (unless a 2 door ute or van). This needs to be kept for at least 12 weeks every 5 years.
- Odometer reading on the 30<sup>th</sup> June for any work related motor vehicles
- Total business kms travelled in any other motor vehicle you use for work (for cents per km method)

### LIABILITIES

- Copies of relevant documents and full details of loans, hire purchase agreements, leases and bank periodical payments (unless already supplied)
- 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
- Cheque butts and deposit books (if no accounting program used)
- Debtors list ( amounts owing to you) at the end of the relevant year
- List of assets purchased or sold during the year (including dates and amounts)