

ABN + SOLETRADER TAX RETURN CHECKLIST

NEW CLIENTS

- Please provide last year's tax return, including Depreciation Schedule, existing vehicle tax invoice/s + Loan Schedules if applicable

INCOME

- Total of any business income received, plus invite to your Xero file if applicable
- Please advise if you are GST registered, hold a QBCC registration or are required to lodge TPAR.

DEDUCTIONS

If you use a program such as Xero, send us an invite and we will be in contact once we have reviewed it. Ask your accountant for details on how to do this.

If you are using a paper-based system, we will require some/all of the following:

- Spreadsheet or list of summarised business expenses e.g. materials, phone, tools, office rent, insurance, motor vehicle etc
- Motor vehicle log book (if applicable) + odometer reading at 30th June each year
- Total business kilometres travelled for vehicles using c/km method (*up to 5000 kms*)
- Superannuation paid for yourself and copy of the 'Notice of Intent to claim' that you lodged with your super fund
- Details of any employee wages or subbies during the year
- Value of stock on hand or work in progress at 30 June each year

ASSETS

- Tax invoices for any assets purchased or sold this year
- Bank statement showing the balance of your business account at 30 June each year



LIABILITIES

- Copies of loan schedules for any new loans (e.g. Chattel Mortgages, HP Agreements or Leases)
- Bank statements or loan statements for business loans
- Details of any other loans or liabilities

For further information, please feel free to contact our office today.



MJM Accountants

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