

COMPANY TAX RETURN CHECKLIST

Business Income & Expenses:

- Advisor access to reconciled Xero, Quickbooks, SAASU, MYOB online file.
- For desktop software or excel records please provide a copy of backup of your data file on USB/Email.
- Manual records - Provide cash book or cash receipts and cash payments summary.

Along with the above information you will also need to provide:

- Bank statements for all accounts including trading, savings, investments, business credit cards and loans showing the balance at 30 June 2018 of the financial year.
- For all business loans, a bank statement showing the balance at 30 June 2018. Supporting documentation for any new lease, finance and loan agreements.
- A summary of interest charged if the statement doesn't show the yearly balance.
- Any receipts for cash expenses incurred (if they are not included in your computer accounts or cashbook).
- Details of private expenses (only if they have been included in your accounts or cash book).
- Details of any changes in shareholding, reserves, loans from shareholders or partners.
- Supporting documentation for deductions.
- Details of expenses incurred during the year that were associated with establishing, expanding, merging or liquidating the entity.

Details of all new asset purchases & sales of assets including:

- Tax Invoice
- Purchase Contract and Finance Contract (if applicable)

BAS & PAYG:

- If we don't complete your PAYG Summary's for you we will require copies of these that were issued to employees.
- If you prepare and lodge your own quarterly BAS returns, please provide a copy of each of the BAS returns and we shall rely on the data that you lodged with ATO to reconcile your GST, wages and turnover etc;
- If you pay an ATO GST instalment amount every quarter, we shall prepare the Annual GST return for you based on the data you provide, unless we are advised otherwise;

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Income from other entities:

- If you received distribution from another private trust or partnership, please provide a copy of the tax return, if available;
- If you received distribution from public unit trust, please provide a copy of the annual distribution summary.
- If you received interest from investments or bank accounts, please provide details or supporting documents.
- If you received dividends please provide copies of all dividend statements including those in dividend reinvestment plans (DRP's).

Capital Gain

Did you sell any assets such as shares or property or receive any compensation amounts during the year ended 30 June 2018? If yes, then please provide:

- Documentation relating to the purchase / cost
- Documentation relating to any improvements
- Documentation relating to the sale and disbursement of funds (including any adjustments)

Rent

Do you receive rental income?

- If you do, please provide copy the annual rental summary (including banks statements for loan reconciliation and interest deduction purpose), if available, for all rental properties.

Please supply settlement sheets and purchase documents if you acquired property after 1 July 2017

- Also provide a list of all expenses paid from personal funds (other than from the Company's), e.g. loan interest, water rates, council rates etc.

Stock

Do you hold stock for resale?

- If so you need to provide us with stock take details as at 30 June 2018 and work in progress.

Bad Debts

Do you have customers who have owed you money for an extended period of time?

- If so, and you don't think the amount is recoverable, we can claim a deduction for this

Please provide a list of accounts receivable that is unrecoverable as at 30 June 2018.

FBT

- Signed Fringe Benefits Tax documents

Unearned Income

Did you receive any income for services that are still to be performed at 30 June 2018?

- If so please inform us of the value of services yet to be performed so we can correctly calculate your taxable income.

Trust Resolutions

Have you signed and returned your trustee resolution?

- The ATO require a signed copy of a trustee resolution if you are in a trust structure
Please sign and return to us.
- Other trust documents

Business Car Expenses

Did you use your own car for business purposes through the year?

If yes, please provide the following:

- Details of the make & model of the car and registration
- Log Book Method – Business % use
- Please provide details of all expenses you incurred over the financial year including repairs / maintenance, registration / insurance, fuel
- If you have a loan for the vehicle, please provide details of the interest you paid over the year and the cost of the car. If you have a hire purchase, please provide a copy of the purchase contract
- If you had a lease for your vehicle, please provide figures of your lease payments

Cents per Kilometres Method: If you have not kept a log book but used your car for business, let us know how many kilometres you have travelled for business in the financial year. The maximum the tax office allows you to claim using this method is 5,000 kilometres.

Superannuation

Has the Business made any contribution to a superannuation fund for its employees/directors?

- If yes, please provide the names of the Funds and the amount of contributions paid for each employee/director

Any other information which is relevant.