

TAX CHECKLIST – BUSINESS

The following checklist should assist you to collate your records and information for the preparation of your accounts.

Please tick (☑) next to relevant documentation supplied, sign the bottom of this form where indicated, and return with your documentation.

DATA

- Backup of any Data files (ie MYOB/Excel etc) including **passwords & version** being used
- Where no soft data file is provided, cashbook, cheque butts 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 investment income, e.g. rental property, managed funds

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 of all wages paid and PAYG Annual Summary Report

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
- Copies of all Business Activity Statements / Instalment Activity Statements for the relevant 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)
- Accounts Receivable, 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

I, _____, have provided the documentation indicated above to Accounting ONE. Signed: _____