

Company Tax Return Checklist

Company Tax Return Checklist:

- Company TFN:
- Company Business Activity:
- Business address:

Company Bank details:

- Account Name:
- BSB:
- Account Number:

If we are preparing your return for the first time please provide the following items:

- Copies of your last financial statements.
- A copy of your last tax return and depreciation schedule.
- Give access to accounting software

If you cannot give access, please provide:

- Financial statements (balance sheet, profit and loss).
- General ledger (if too large save as PDF or to excel and email).
- Trial balance and bank reconciliation.
- Copies of bank statements as at 30 June.

Stock

- Please advise the value of stock at 30 June

Fixed Assets

- Provide the following details/ documents of assets:
- Assets acquired during the year including date and cost. Provide copies of invoices and estimates of useful life.
- Details of assets sold during the year, including date and consideration received.
- Details of assets that have been scrapped, taken for personal use or traded in.
- Documents of assets which are financed through a chattel mortgage, hire purchase or lease e.g. finance contract, tax invoice, purchase contract.

Capital purchase like shares or property:

- Investments acquired during the year, date and cost of acquisition.
- Provide purchase statement

Capital gain or Loss:

- Details on any business use assets, acquired on or after 20/09/1985 that were sold
- Details of additions/improvements to assets

Private Use:

- Provide details and dollar amount of goods taken for private use, and/or funds injected into the business. Please advise whether or not this provide GST.

Disposal of plant and property:

- Dates and value of sale or disposal directly

Bad debts:

- Supply a list of trade debtors as at 30 June.
- Supply a list of bad debts written off or to be written off at 30 June

Prepayments:

- Are there any expenses paid in advance that span two financial years? For example:
- Subscriptions
- Maintenance agreements
- Insurance
- Advertising
- Internet access
- Retainers paid to barristers or solicitors
- Provide a copy of the invoice/renewal notice or otherwise indicate the period for which the expense is paid.

Additional information –Partnership:

- All partner information
- How many partners and what percentage for each partner
- If the partnership was restructure during the year, please provide details

Additional information –Trust:

- Provide trust deed, trustee information and trustee beneficiary statement
- Details of any unpaid present entitlements to beneficiaries



Other Information:

- If there is any other information that you consider relevant, or you have particular concerns or queries, please provide us with details in the space below. Attach information if applicable.

