

SMALL BUSINESS TAX DOCUMENT CHECKLIST

Please tick each attachment you provide to us :



CLIENT NAME _____ CONTACT PHONE _____

ADDRESS _____ CITY/PCDE _____

Income

Income from Sales and/ or the Provision of Services

- ☐ Bank Statements indicating the nature of each deposit
- ☐ Reconciled cashbook including drawings taken from business before banking
- ☐ Debtor listing
- ☐ Bookkeeping Software: _____

Banks, Building Societies, Investment & Term Deposits

- ☐ Bank Statements with total interest received

Rental Properties ([CLICK HERE](#) for Rental property checklist)

Share Trading Statements

- ☐ Statements shares purchase, sold or held (*incl price, date purchased or sold, brokerage/stamp duty*)
- ☐ Dividend statements

Disposal of Plant & Property

- ☐ Dates & value of purchase & sales (please provide asset description)

Capital Gains

- ☐ Details of any other personal or business assets acquired on or after 20/9/1985 that were sold in the tax year
- ☐ Details of additions/ improvements to assets

Assessable Government & Other Payments

- ☐ Details of any assessable Government Industry payments

Other Income

- ☐ Bank Statements, receipts, invoices, cash book record of any other income

Other items

- ☐ Value of closing stock at 30 June
- ☐ Value of work in process at 30 June
- ☐ Creditor and debtor details
- ☐ Information about payments to related parties (*e.g. loans to family member*)
- ☐ Spouse/ children income and investment details

Expenses

Loans

- ☐ Statements for all loans owing by the business with an end of financial year balance and interest paid

Employees

- ☐ Copies of payment summaries and annual reconciliation for salaries and wages
- ☐ Information relating to super contribution made for each employee and director

Motor Vehicle

- ☐ Expenditure on fuel, registration, insurance, repairs etc
- ☐ Log books
- ☐ Total business km for financial year

Travel Expenses

- ☐ Travel diary & other documentation

Insurance

- ☐ Details of policy, provider, premiums, amount covered

Assets

- ☐ List all newly purchased business assets showing date of purchase, price, description, hire purchase or lease info
- ☐ Details of any major repairs or maintenance

Leased plant & motor vehicle

- ☐ Detailed list of all plant & motor vehicles leased and expenses for each including contract

Superannuation contribution

- ☐ Name of fund, policy number, contributions paid on behalf of each owner of the business

Other expenses

- ☐ Petty cash expenditure summary, expenses items
- ☐ Documentation of other items you think might be deductible

Client Comment

NEW CLIENTS PLEASE PROVIDE A COPY OF THE MOST RECENTLY LODGED TAX RETURN

Please attach this list to the [copies of your documents](#) that you forward to us:

Please don't forward originals by mail