

Company Checklist

Please print and complete the following checklist prior to forwarding tax documents to this office to assist us in preparing your tax return.

Company Name:
 Main Business Address:
 Main Business Activities:
 Tax File Number:
 Australian Business Number:

Income

	Yes	No
Statements for all other invested funds detailing closing balance at 30th June and Interest Received (attach statement)		
Rental Income (attach details) i.e. Rental Statements		
Capital Gains (attached purchase and sale contracts for all assets including shares)		
Dividend Income (attach dividend statements or details of date, company, franked amount, unfranked amount and imputation credit)		
Distribution Income from Trusts or Partnerships (attach distribution statements and including tax returns)		
List of Trade Debtors at 30th June (attach details)		
Other Income (attach details)		
Closing stock figures if applicable		

Expenses

	Yes	No
List of Trade Creditors at 30th June (attach details)		
List of Expenses paid by you on behalf of the business (attach details)		

Other Details

	Yes	No
Bank Statements for full financial year (attach)		
Deposit records (attach)		
Cheque butts (attach)		
Details of all direct debits and credits (attach details)		
Loan Statements for full financial year (attach)		
Details of any additional drawdowns on loan (attach details)		
Data disk if internal software package used (please include password if applicable)		
BAS Statements for full financial year		
Hire Purchase Contracts entered (attach contract)		
Lease Contracts entered (attach contract)		
Purchase or Sale of Assets including motor vehicles, property...etc. (attach contract)		
Wages Reconciliation (attach payment summaries and Annual Payment Summary Statement)		