

What you need to bring for us to complete your Business Tax Return

(Please ensure you have all of this information with you,
so we can commence work on your return straight away)

- ☐ Your bank account details (BSB: ___ - ___ Account No: _____)
- ☐ A copy of last years tax return (new clients only)
- ☐ Business/company computer file backup, name MYOB/Quickbooks and version of software and password (if applicable)
- ☐ Bank statement and reconciliation report as at 30 June
- ☐ List of inventory/stock on hand at 30 June
- ☐ COPIES OF ALL new Hire Purchase and Lease contracts this year (for new clients, please provide all HP and Lease contracts you have which are still currently being paid out)
- ☐ COPIES OF ALL Settlement Statements from Solicitors and Contract for Purchase or Sale of Business (for new clients, please provide all Settlement Statements and Contract for purchase of existing business)
- ☐ COPIES OF ALL Loan Statements for the full year to 30 June
- ☐ COPIES OF CREDIT CARD STATEMENTS for full year if used in business
- ☐ PAYROLL "PAYG Withholding Tax – Individuals Annual Summary" and reconciliation to Wages Expense Accounts
- ☐ Details/notes on any unusual items or events in the year

And also if details NOT provided on software in sufficient detail the following:-

- ☐ LIST OF FIXED ASSETS (Plant & Equipment etc. purchased during the year including date, details, \$ cost)
- ☐ ACCOUNTS PAYABLE List and Reconciliation AS AT 30 June
- ☐ ACCOUNTS RECEIVABLE List and Reconciliation AS AT 30 June
- ☐ GENERAL INSURANCE POLICIES
- ☐ PERSONAL INSURANCE POLICIES
- ☐ SUPERANNUATION STATEMENTS

*****Please confirm that you have provided all necessary information / receipts / software etc. prior to commencement of your tax work. If all information is not provided up front, an extra fee may be incurred as amendments would need to be made.***

If you are not sure about something, bring it along anyway.

Liability limited by a scheme approved under Professional Standards Legislation.



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