



**BUSINESS TAX RETURN CHECKLIST**  
1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017

**PLEASE FILL IN THESE DETAILS BEFORE RETURNING THIS FORM**

Name:

Address:

Home No:

Email Address:

Mobile No:

Occupation:

	<b>ACCOUNTING SOFTWARE MYOB etc.</b>	<b>PROOF AND OTHER SUPPORTING INFORMATION</b>
✓	<ul style="list-style-type: none"> <li>Backup of MYOB or other data file to USB or email</li> <li>Confirm version and provide username and password (if any)</li> </ul>	<ul style="list-style-type: none"> <li>Provide copies of bank statements for the year or 30 June statement if data file provided for all bank accounts.</li> <li>Copies of invoices for asset purchases made during the year.</li> <li>Copies of documents for any leases, finance or loans.</li> </ul>
	<b>INCOME</b>	<ul style="list-style-type: none"> <li>Check accounts receivable (who owes you money) for accuracy, write off bad debts.</li> <li>Check accounts payable (who you owe) for accuracy.</li> </ul>
	<ul style="list-style-type: none"> <li>Details of business income (if no data file)</li> <li>Any other income</li> </ul>	<ul style="list-style-type: none"> <li>Closing stock or work in progress balance as at 30 June.</li> </ul>
	<ul style="list-style-type: none"> <li>Disposal of plant &amp; property – provide dates and values with asset description</li> </ul>	<ul style="list-style-type: none"> <li>Bank account details for payment of tax refund.</li> </ul>
	<b>EXPENSES</b>	<ul style="list-style-type: none"> <li>Any other relevant information.</li> </ul>
	<ul style="list-style-type: none"> <li>Details of all expenses paid (if no data file provided).</li> </ul>	
	<ul style="list-style-type: none"> <li>Payroll: copies of employee payment summaries or payroll reconciliation (if applicable) and year end PAYG payment summary statement.</li> </ul>	
	<ul style="list-style-type: none"> <li>Motor Vehicle               <ul style="list-style-type: none"> <li>- Confirm business vehicles owned</li> <li>- Speedo reading as 30 June</li> <li>- Provide log book if prepared</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Provide statement for all loans owing by the business with end of year balance and interest paid.</li> </ul>	
	<ul style="list-style-type: none"> <li>Super contributions including fund details and contributions paid.</li> </ul>	
	<ul style="list-style-type: none"> <li>Travel expenses: Travel diary and other documentation.</li> </ul>	
	<ul style="list-style-type: none"> <li>Confirmation of employee superannuation owing as at 30 June.</li> </ul>	