

**BUSINESS TAX RETURN CHECKLIST**  
 1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2022

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

Name:

Address:

Home No:

Email Address:

Mobile No:

Occupation:

**INCOME AND EXPENSES**

**PROOF AND OTHER SUPPORTING INFORMATION**

**Income**

- Provide copies of bank statements for the year or 30<sup>th</sup> June statement if data file provided for all bank accounts

- Details of business income (if no computerised accounting records)

- Copies of invoices for asset purchases made during the year

- Any other income

- Copies of documents for any leases, finance or loans

- Disposal of plant & equipment – provide dates and values with asset description

- Check accounts receivable (who owes you money) for accuracy, write off bad debts

**Expenses**

- Check accounts payable (who you owe) for accuracy

- Details of all expenses paid (if no data file provided)

- Closing stock or work in progress balance as at 30<sup>th</sup> June

- Payroll: Copies of employee payment summaries or payroll reconciliation (if applicable) and year end STP finalisation

- Bank account details for payment of tax refund

- Motor vehicle;
  - Confirm business vehicles owned
  - Speedo reading as at 30<sup>th</sup> June
  - Provide logbook if prepared

- Any other relevant information

- Provide statement for all loans owing by the business with end of year balance and interest paid

- Super contributions including fund details and contributions paid

- Travel expenses: Travel diary and other documentation

- Confirmation of employee superannuation owing as at 30<sup>th</sup> June