

PLEASE COMPLETE THIS ENTIRE WORKSHEET AND BRING IT TO THE INTERVIEW.
This will help ensure that your financial statements and taxation returns can be compiled efficiently.

Name: _____

Contact No: [T] _____ [F] _____ [M] _____

Email: _____

Would you prefer to be contacted via email? Y / N

ELECTRONIC FUNDS TRANSFER FOR REFUND (direct into bank account).

Please note, these details are mandatory, as the ATO no longer issue refunds by cheque.

1. BSB: _____ Account Number: _____

Account Name: _____

2. BSB: _____ Account Number: _____

Account Name: _____

Information required for Business Returns

CASHBOOK Y / N OR COMPUTER RECORDS (backup of file) Y / N

Please ensure all of your bank accounts are reconciled before providing data to us.

Program: _____ Version (essential): _____ Password: _____

Tick box if applicable

1.	Bank Reconciliation Report for the year ended 30th June	
2.	Bank Statements incorporating 30th June	
3.	Loan Statements and Business Credit Card Statements for the full year including 30th June	
4.	New Hire Purchase, Lease, Chattel Mortgage or Finance Agreements, with invoice for new asset(s) purchased during the financial year	
5.	Copy of Annual PAYG Payment Summary Statement (group certificates summary) & Income Statement	
6.	Copy of Annual WorkCover Reconciliation	
7.	Sale or Purchase of Land or Buildings during the financial year: - Contract/Settlement Statements (if a sale, original purchase documents also needed)	
8.	Cash/Credit Card Expenses with details attached (if not listed in Computer or cashbook records)	
9.	Trading Stock at 30th June (GST Exclusive Value) Circle Valuation Method: \$ _____ Cost Market Replacement	
10.	Debtors (amount of money owed to you at 30th June) - attach details/report - Does this amount include GST? Y / N	
11.	Creditors (amount of money owed by you at 30th June) - attach details/report - Does this amount include GST? Y / N	
12.	Goods Taken for Private Use During the year - Value: \$	
13.	Cash Taken for Private Use during the year - Value: \$	

14.	Sales Money/Business Income not banked by 30th June - Value: \$ _____ - Does this amount include GST? Y / N	
15.	Please document and attach your private use expenses % (phone, power, internet etc)	
16.	Invoices for Plant and Equipment purchased during the year (including motor vehicles)	
17.	Have you reviewed the depreciation schedule for the prior FY and identified items sold or scrapped? Details: (eg: Asset description, proceeds) _____ _____	

Motor Vehicle Readings (Only vehicles with private use component need to be listed)

Please note - ATO audit activity is targeting business use % of vehicles. Log books should be recompleted every 5 years.

Car	Usual Driver	Logbook %	Odometer Reading - 30th June	Fuel Type		
				Unleaded	Diesel	Gas

Information Required for Personal Returns

Tick box if applicable

1.	Income Statement / Payslips	
2.	Interest Received - including personal accounts	
3.	Dividend Slips with payment dates between 1 July and 30 June	
4.	Share Sales (when sold we need Purchases details as well)	
5.	Rental Property Records - Income received and expenses paid, Annual Agents Summary	
6.	Superannuation Contribution details (non employer) - Notice of Intention to Claim Deduction is required from Super Fund	
7.	Private Health Insurance Statement - Have you prepaid your private health insurance?	
8.	Annual Tax Statements for Managed Funds	
9.	EMAIL INFORMATION TO FINANCIERS: Upon completion do you wish us to email your bank/finance company a copy of your financial report? Contact name: _____ Email: _____	

Record Keeping

Records for ATO must be held for a minimum 5 years from the date of lodgement (7 years for Company).

- 1) Computer data files must be maintained for this period. Murray Nankivell only maintains your most recent data file.
- 2) Assets + Investments - Ownership costs (non-deductible interest on loans, council rates, insurance renovations etc) should be maintained for all investments including beach homes, for 5 years after the SALE of the asset.
- 3) Purchase documents for business assets must be kept until the asset is sold or fully depreciated.

Declaration

I declare that I have read, completed & provided the most accurate information possible as at 30th June 20__.

Signature: _____ Date: _____