Entity Tax Return Checklist

Companies, trusts and partnerships · Year ended 30 June 2026

Lawson
ACCOUNTING

1. Fill in your details. List every entity.

2. Collate your documents. Page 2 lists the documents we'll need.

3. Send it through. Email admin@lawsonaccounting.com.au or drop into the office.

Main contact

Name

Mobile

Email

Postal address

Entities

Type: company, trust or partnership

ENTITY NAME	TYPE	ABN	TFN	GST?	PAYROLL?

People involved

Role: director, shareholder, trustee, beneficiary or partner

FULL NAME	ENTITY	ROLE	DIRECTOR ID	TFN

Bookkeeping

Accounting software ☐ Xero ☐ MYOB ☐ QuickBooks ☐ Other

Who does the bookkeeping? ☐ You ☐ Bookkeeper ☐ Lawson Accounting

Can we access your file? ☐ Yes ☐ Not yet — Invite xero@lawsonaccounting.com.au as an administrator

Reconciled to 30 June? ☐ Yes ☐ No ☐ Not sure

Your appointment is a handover. We can't prepare your financial statements and tax returns during the appointment. We'll collect your documents, complete the work in the office, and contact you if we need anything further.

Financials and bookkeeping

	PROVIDED
Profit and loss, balance sheet and trial balance to 30 June 2026 Not needed if we have access to your accounting file	☐
Bank, loan and credit card statements showing 30 June balances	☐
Activity statements (BAS and IAS) lodged for the year Not needed if we prepare these for you	☐
Payroll summary, STP finalisation and super paid May not be needed if payroll is processed through your accounting software	☐
Debtors, creditors and stock on hand at 30 June If not already recorded in your software	☐
Government grants or payments received	☐
ATO letters or notices received during the year	☐

Assets, loans and investments

	PROVIDED
Assets bought or sold, with invoices showing dates and costs Plus any finance, lease or hire purchase agreements	☐
Loans to or from directors, shareholders, beneficiaries or related entities	☐
Vehicle details and logbooks for vehicles the entity owns	☐
Investment statements: dividends, interest and managed funds	☐
Shares, crypto or property sold by the entity Purchase and sale records, including costs	☐
Rental property records, if the entity owns property	☐

By entity type

	PROVIDED
Trust · Trustee distribution resolution Must be made by 30 June, or earlier if your trust deed requires	☐
Trust · Any changes to the deed, trustee or beneficiaries	☐
Company · Dividends paid during the year, with dividend statements	☐
Company · Any changes to directors, shareholders or ASIC details	☐
Partnership · Partnership agreement, or any change to profit shares	☐
Anything else you think we should know	☐