



**WRIGHTPARTNERS** PTY LTD

ACCOUNTANTS AND REGISTERED TAX AGENTS

**DIRECTOR**

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## 2025 Business Tax Return Checklist

Name of taxpayer: \_\_\_\_\_

Preferred contact no \_\_\_\_\_ Email: \_\_\_\_\_

**Please ensure you have all the information needed to complete the Return, as having to put your Return aside can cause unnecessary delays in completion. The checklist is a guide to assist in this task, which although by no means exhaustive, should prove useful.**

Client Records Required	Information Provided/Notes
Stock on Hand at 30 <sup>th</sup> June & the basis of valuation i.e. cost, market value etc.	
Accounting information, including any trial balance, profit & loss and balance sheet (if applicable)	
Accrued expenses (e.g. audit fees and bonuses) and unearned revenue	
Asset register detailing depreciating assets bought and sold or scrapped during the year and any other capital assets purchased during the year	
Bank statements	
Cashbook (if maintained)	
CGT register (if maintained)	
Cheque butts and deposit books (if maintained)	
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year	
Copies of invoices for fees paid to registered tax agent or auditor (if another firm provided services)	
Copies of invoices or documentation for material amounts or which relate to extraordinary transactions	
Copies of sell notes and settlement statements for shares purchased and sold (including original contract notes and settlement statements, if possible)	
Copies of sell notes for units in managed funds purchased and sold (including original purchase notes, if possible)	
Details of any investments purchased during the year	
Details of any leases entered into and terminated during the year	
Details of provision for long service leave, annual leave or any other provision or reserve	

Single Touch Payroll (STP) Finalisation Report/Payroll reconciliation reports	
Insurance Payout for your business or business premises	
Superannuation Reconciliation	
Transactions involving Crypto currency (eg Bitcoin, NFT's)	
Education & Training expenses	
Balance of Petty Cash as of 30 <sup>th</sup> June 2025	
Details of work-in-progress (at cost basis) (if applicable)	
Distribution statements, annual tax statements and capital gains statements from managed funds	
Dividend statements	
Documentation relating to acquisition or disposal of CGT assets (e.g. purchase contracts and sale contracts)	
Listing of trade creditors with amounts owing	
Listing of trade debtors with amounts outstanding	
Rental statements	
Statements from lenders detailing the opening and closing balances of existing loans during the financial year (and any repayments made)	
Details of government grants received during the year i.e. Solar; Heating & Cooling; Upgrade/Repairs; Disaster Loans	
Details of employee/s training with registered organisations. i.e First Aid certificate etc	

**NOTE:** *To ensure that you will obtain the maximum deductions to which you are entitled, and in consideration of the penalty provisions, **full details of any claims should be provided and supporting documentation be available. Documentation must comprise receipts, docketts, diary notations and extensive details of any estimates.***

**ALL TAX REFUNDS WILL NOW ONLY ISSUE DIRECTLY TO A BANK ACCOUNT. PLEASE BRING YOUR BANK ACCOUNT DETAILS TO APPOINTMENT.**