



Business Tax Kit

2025/2026

Name _____

Saving us time saves you money. Completing this Tax Kit and providing the requested information assists us in efficiently preparing your Tax Returns.

If you need a hand we are happy to help you fill in the details.

Thank you in advance for taking the time to complete this Tax Kit

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... advisers to business

2025/2026 Business Information Required

Please circle the answer to these questions. If 'Yes' follow the instructions as amounts, descriptions and supporting documents are needed.

1 Was all 2025/2026 income deposited into trading accounts?

No

Yes

If not, please supply details of:

- Amounts deposited into other accounts \$.....
- Sales not banked (cash taken) \$.....
- Takings on hand at 30 June (i.e. banked in July) \$.....

2 Cash on hand at 30 June 2026

- Petty cash \$.....
- Till float(s) \$.....
- Other amounts not banked \$.....

3 Bank Reconciliation

No

Yes

Please supply 30 June bank statements for all business accounts including loans (unless already provided).

Bank reconciliations are required for any accounts with unrepresented cheques.

4 Were any wages paid?

No

Yes

Please provide your STP finalisation & Workcover Declaration of Rateable Remuneration

5 Did you hold trading stock for resale at June 30?

No

Yes

Please supply a copy of the stock sheets indicating quantities and values

... and method of valuation (cost, market selling value or replacement value)

6 Did your family take or use any product/service without paying?

No

Yes

If so, what was the total value (at cost) including GST:

If payment was made, was it full price, cost or some other value?

7 Was there any work in progress at June 30?

No

Yes

If so, please supply a list of all jobs in WIP including.....

At what stage of completion (%) was each job?

What was the total value of each job (quoted or invoiced price)?

How much had been received by June 30?

What expenses had been incurred on the job by June 30. (includes creditors)

\$.....

8 Were any bad debts written off?

No

Yes

List names/amounts and what action was taken to collect these debts.

9 Expenses paid by cash, credit card or personal funds?

No

Yes

If so, please provide details where these expenses have not previously been included in your financial records.

10 Have you purchased any plant and equipment over \$10,000?

No

Yes

If so, please provide copies of invoices.

11 Were any new loans, chattel mortgages or leases arranged?

No

Yes

Please supply loan, chattel mortgage or lease agreement(s) and any statements from the lender.

12 Was a vehicle used in earning business income?

No

Yes

(Note: One-Tonne Utilities and all commercial vehicles that do more than 1,000km private-use need a log book).

- If Yes, complete this section if you are claiming under the following methods
1.

Set rate per kilometre method (To a maximum of 5000 business kms per driver)
2.

Logbook Method – Please provide your log book

Vehicle Details			
	Vehicle 1	Vehicle 2	Vehicle 3
Speedo 01 July 2025			
Speedo 30 June 2026			
Make			
Model			
Registration Number			
Name registered under			

Option 1		Set Rate Per Km Method		
		Vehicle 1	Vehicle 2	Vehicle 3
No. of	Trips to			
	Trips to			
Other Business Travelling				
Eg. Visiting Accountant				
= Total Business Km				