2012 BUSINESS INCOME TAX RETURN CHECKLIST

Please tick the appropriate column for each of the items listed below, sign the last page and **attach relevant documentation**. This will assist in ensuring that all income and deductions are included in your accounts and income tax return.

NAME: ____

BUSINESS ACTIVITIES	Provided	Not Applicable
Copy of your accounting data file for the year - please advise the version of software being used and any passwords	☐	☐
Your reconciled cash book for the year	☐	☐
Bank reconciliation at year end with supporting bank statement for all accounts	☐	☐
Details of stock on hand at year end and basis of valuation	☐	☐
Listing of debtors as at year end	☐	☐
Listing of creditors as at year end	☐	☐
Summary of salary and wages paid. Provide copy of annual PAYG Summary and copies of PAYG Summaries issued for the year.	☐	☐
Details of any fringe benefits provided to employees. Details of employee contributions if applicable.	☐	☐
Details of superannuation contributions paid for employees including superannuation guarantee amounts and salary sacrifice amounts.	☐	☐
Copies of all BAS/IAS and applicable calculations of GST collected and paid for the financial year	☐	☐
Details of any new business plant, equipment, furniture or vehicles purchased during the year	☐	☐
Details of any business plant, equipment, furniture or vehicles sold, disposed or scrapped during the year (a review of your asset ledger is recommended). Please include asset description, date of disposal and proceeds received.	☐	☐

Copies of documentation for any new loans, hire purchases, leases, finance arrangements commenced during the year and use of funds acquired.	☐	☐
Copies of documentation for the finalisation of any loans, hire purchases, leases, finance arrangements during the year.	☐	☐
Loan statement as at year end for any existing business loans	☐	☐
Details of any large or unusual transactions incurred during the year including repairs and maintenance, travel, interest, legal costs, donations	☐	☐
Details of any private use of expenses not yet taken into account for example telephone, electricity or motor vehicles	☐	☐

IN ADDITION TO THE ABOVE:

RENTAL ACTIVITIES		
If rental income is received please complete the Rental Property Questionnaire and Worksheet available from our office or our website	☐	☐
INVESTMENT ACTIVITIES		
Copies of dividend advices received for the financial year	☐	☐
Copies of annual statements for the 2012 year received from Managed Trusts (often received around August 2012)	☐	☐
Please provide details of any mergers, takeovers, buy backs or returns of capital undertaken during the year and copies of correspondence received regarding entitlements and capital gains tax consequences.	☐	☐
Details of any sales of investments including date, number sold and proceeds. We will also require the acquisition details of the investment sold including date, number acquired, cost and any restructures or return of capital received.	☐	☐
Details of fees paid for financial advice, management fees, investment journal subscriptions etc.	☐	☐
TRUSTS		
Tax File Numbers for new beneficiaries in 2011/12 (excluding minors and Tax exempt bodies).	☐	☐

Dated the ______________________________ day of _________________________ 20___________

______________________________ ______________________________

Signature of taxpayer **Signature of taxpayer**

______________________________ ______________________________

Name (print) **Name (print)**