

## 2016 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	<input type="checkbox"/>	<input type="checkbox"/>
Your reconciled cash book for the year	<input type="checkbox"/>	<input type="checkbox"/>
Bank reconciliation at year end with supporting bank statement for all accounts	<input type="checkbox"/>	<input type="checkbox"/>
Details of stock on hand at year end and basis of valuation	<input type="checkbox"/>	<input type="checkbox"/>
Listing of debtors as at year end	<input type="checkbox"/>	<input type="checkbox"/>
Listing of creditors as at year end	<input type="checkbox"/>	<input type="checkbox"/>
Summary of salary and wages paid. Provide copy of annual PAYG Summary and copies of PAYG Summaries issued for the year.	<input type="checkbox"/>	<input type="checkbox"/>
Details of any fringe benefits provided to employees. Details of employee contributions if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Details of superannuation contributions paid for employees including superannuation guarantee amounts and salary sacrifice amounts.	<input type="checkbox"/>	<input type="checkbox"/>
Copies of all BAS/IAS and applicable calculations of GST collected and paid for the financial year	<input type="checkbox"/>	<input type="checkbox"/>
Details of any new business plant, equipment, furniture or vehicles purchased during the year	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
Copies of documentation for any new loans, hire purchases, leases, finance arrangements commenced during the year and use of funds acquired.	<input type="checkbox"/>	<input type="checkbox"/>

Copies of documentation for the finalisation of any loans, hire purchases, leases, finance arrangements during the year.	<input type="checkbox"/>	<input type="checkbox"/>
Loan statement as at year end for any existing business loans	<input type="checkbox"/>	<input type="checkbox"/>
Details of any large or unusual transactions incurred during the year including repairs and maintenance, travel, interest, legal costs, donations	<input type="checkbox"/>	<input type="checkbox"/>
Details of any private use of expenses not yet taken into account for example telephone, electricity or motor vehicles	<input type="checkbox"/>	<input type="checkbox"/>
If your business is operated through either a company or trust, and it owns a motor vehicle, please complete and return to us the "Fringe Benefits Tax Questionnaire" previously sent to you. If you require a copy of this questionnaire, please contact our office.	<input type="checkbox"/>	<input type="checkbox"/>

**IN ADDITION TO THE ABOVE:**

<b>RENTAL ACTIVITIES</b>		
If rental income is received please complete the Rental Property Questionnaire and Worksheet available from our office or our website	<input type="checkbox"/>	<input type="checkbox"/>
<b>INVESTMENT ACTIVITIES</b>		
Copies of dividend advices received for the financial year	<input type="checkbox"/>	<input type="checkbox"/>
Copies of annual statements for the 2016 year received from Managed Trusts (often received around August 2016)	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
Details of fees paid for financial advice, management fees, investment journal subscriptions etc.	<input type="checkbox"/>	<input type="checkbox"/>
<b>TRUSTS</b>		
Tax File Numbers for new beneficiaries in 2015/16 (excluding minors and Tax exempt bodies).	<input type="checkbox"/>	<input type="checkbox"/>

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of taxpayer

\_\_\_\_\_  
Signature of taxpayer

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)