



HAMPTON PARTNERS

—Bridgetown - Boyup Brook - Nannup—

BUSINESS CHECKLIST 2026

NAME: _____

BUSINESS ADDRESS: _____

PHONE: _____ EMAIL: _____

ABN: _____ Are you registered for GST? Yes ☐ No ☐

For your 2026 Business Tax Affairs, please include the following where relevant:

- ☐ **BANK STATEMENTS** (for the period 1 July 2025 to at least 30 June 2026) and Bank reconciliation (if manually prepared) and details of Business Income and Expenses.
- ☐ **If you use a software package to keep your records.**
Software Name: _____ Version: _____ Cloud Based Y or N
- ☐ **LOAN STATEMENTS** (Include documentation in relation to any new loans taken out or draw down on existing loans during the year 1 July 2025 to 30 June 2026)
- ☐ Value of **RETAIL TRADING STOCK ON HAND** at 30/06/2026? (Cost Price - excl GST) _____
- ☐ **CREDITORS** at year end. (List detailing type of expenses e.g. Fuel, Repairs, Stock)
- ☐ **DEBTORS** at year end. (List who owes you, how much and for what)
- ☐ **INVOICES FOR ANY EQUIPMENT PURCHASED** and finance arrangements
- ☐ **FARM MANAGEMENT DEPOSIT** Statements (detailing transactions from 1 July 2025 to 30 June 2026)
- ☐ Invoice Statements for **LIVESTOCK PURCHASES AND SALES**
- ☐ **LIVESTOCK NUMBERS** - please complete if applicable

	Cattle	Sheep	Other
Stock on Hand 01/07/25			
Purchases			
Natural Increase			
Total			
Sales			
Deaths			
Killed for Rations			
Closing Stock at 30/06/26			
Total (should agree with total above)			

☐ **Taxable Payment Annual Statement Report** Yes ☐ No ☐

☐ **Payroll STP Finalisation Report** Yes ☐ No ☐

☐ **Details of any CAPITAL GAINS /LOSSES** for your business (e.g. sale of asset)

(Please provide CHESS Statements, Buy & Sell Contracts, Offer & Acceptance and Settlement statement if not previously provided)

☐ **MOTOR VEHICLE CLAIM** There are two claim methods available.

1. Cents per km - you can claim up to 5,000km (88 cents per km for 2026) or
2. Logbook - with 12 consecutive weeks recorded.

Vehicle	Owner's Name	Business Use % (as per logbook)	30 June Odometer Reading

Signature

Date

Signature

Date

Please return this completed form to us with your tax documents

Bridgetown Office
116 Hampton Street, (PO Box 48)
Bridgetown WA 6255
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