GIBSON&PARTNERS
CHARTERED ACCOUNTANTS

2026 Company, Trust or Partnership Tax Return Checklist

Name of taxpayer: ______________________________

Address: ______________________________

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Preferred contact no.: ______________________________

Information	Information provided	Not applicable
Income		
Accounting information, including trial balance, profit and loss, and balance sheet	☐	☐
Asset register detailing depreciable assets bought and sold or scrapped during the income year	☐	☐
Cashbook (if maintained)	☐	☐
Copies of sell notes and settlement statements for shares sold (and original contract notes and settlement statements if possible)	☐	☐
Copies of sell notes for units in managed funds sold (and original purchase notes if possible)	☐	☐
Details of any other income such as rental income	☐	☐
Details of any other investment income	☐	☐
Details of any grants, subsidies, payments and rebates received	☐	☐
Details of interest and repayments received from shareholders	☐	☐
Details of proceeds from disposal of capital assets	☐	☐
Managed funds distribution statements, annual tax statements and capital gains statements	☐	☐
Dividend statements	☐	☐
Deductions		
Details of advertising and marketing expenses	☐	☐
Details of bad debts actually written off during the income year	☐	☐
Details of bonuses and commissions paid to employees	☐	☐
Details of bonuses and commissions paid to external parties	☐	☐
Details of bonuses paid to directors	☐	☐

Information	Information provided	Not applicable
Details of borrowing costs for new loans entered into during the income year	☐	☐
Details of director fees	☐	☐
Details of donations of $2 and over to deductible gift recipients	☐	☐
Details of entertainment expenses	☐	☐
Details of expenses incurred during the income year that were associated with establishing, expanding, merging or liquidating the entity	☐	☐
Details of fringe benefits tax paid (and a copy of the FBT return lodged)	☐	☐
Details of interest on loans	☐	☐
Details of lease expenses for motor vehicles, premises and equipment	☐	☐
Details of legal expenses	☐	☐
Details of lump sum payments (including for retirement and redundancy)	☐	☐
Details of motor vehicle expenses	☐	☐
Details of prepayments	☐	☐
Details of professional subscriptions and journals	☐	☐
Details of rates, land taxes and insurance premiums (especially for financed assets)	☐	☐
Details of repairs and maintenance	☐	☐
Details of research and development activities and expenses	☐	☐
Details of royalties paid	☐	☐
Details of salaries paid, including fringe benefits	☐	☐
Details of superannuation contributions for directors	☐	☐
Details of superannuation contributions for employees	☐	☐
Details of tax, and accounting and audit fees paid	☐	☐
Details of any assets purchased, including date of purchase and amount	☐	☐
Details of travel expenses (provide travel diaries)	☐	☐
Balance sheet – assets		
Invoices for plant & equipment purchased along with finance documents	☐	☐
Bank statements	☐	☐
Cheque book butts and deposit books	☐	☐
Copies of confirmation for any units in managed funds purchased	☐	☐
Copies of contract notes and settlement statements for any shares purchased	☐	☐
Details of any other investments purchased	☐	☐
Details of capital assets purchased during the income year	☐	☐
Details of leases entered into and terminated during the income year	☐	☐
Details of loans, payments, forgiveness of debts, or provision for use of assets to shareholders or their associates	☐	☐

Information	Information provided	Not applicable
Details of work-in-progress	☐	☐
Listing of trade debtors with amounts outstanding. Identifying any potential bad debt on the trade debtors listing	☐	☐
Value of stock as at 30 June 2026 (and basis of valuation)	☐	☐
Balance sheet – liabilities		
Accrued expenses (eg audit fees and bonuses) and unearned revenue	☐	☐
Details of all loans	☐	☐
Listing of trade creditors with amounts owing i.e. any invoices issued to you prior to 30 June 2026 that you paid after 30 June 2026	☐	☐
Provisions for long service leave and annual leave	☐	☐
Statements from lending authorities detailing the opening and closing balances of existing loans during the financial year	☐	☐
Balance sheet – equity		
Details of any changes to shareholding	☐	☐
Details of loans from shareholders or partners	☐	☐
Details of any increase or decrease to reserves	☐	☐
Additional information – company		
Loans, payments, debt forgiveness, or use of assets given to shareholders or associates of the shareholders, if private company	☐	☐
Auditor's report (if applicable)	☐	☐
Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year	☐	☐
Copies of minutes of company meetings	☐	☐
Details of any share buy-backs or share cancellations	☐	☐
Any of the following schedules (as applicable):		
• losses (carry-forward tax losses and net capital losses exceed $100,000);	☐	☐
• capital gains tax;	☐	☐
• dividend and interest;	☐	☐
• international dealings;	☐	☐
• non-individual PAYG payment summary;	☐	☐
• research and development (R&D) tax incentive	☐	☐
Additional information – trust		
Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year	☐	☐
Copies of minutes of trustee meetings, in particular distribution resolutions	☐	☐
Copy of trust deed or any amendments during the income year, if not already supplied	☐	☐

Information	Information provided	Not applicable
Details of any units redeemed or issued during the income year (for a unit trust)	☐	☐
Details of any unpaid present entitlements to beneficiaries or associate private companies	☐	☐
Details of any elections eg family trust election, interposed entity election	☐	☐
If closely held trust (including family trust), any relevant notices eg tax file number (TFN) report, trustee beneficiary (TB) statement	☐	☐
Additional information – partnership		
Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year	☐	☐
Copies of minutes of partnership meetings	☐	☐
Copy of partnership agreement	☐	☐
If the partnership was restructured during the income year, all relevant details	☐	☐
If a right to partnership income or capital was transferred, created, varied or terminated during the income year, all relevant details	☐	☐
Additional information – all entities		
Other receipts or outgoings received or incurred, where uncertain if assessable/deductible	☐	☐
Copies of any employer shortfall exemption certificates	☐	☐
Copies of Return to Work SA Remuneration Return for 2026 including Tax Invoice for Premium Payment & Adjustment Note if applicable	☐	☐
Details of any income-tested Centrelink payments received by individuals	☐	☐

Australian Government

TAX PRACTITIONERS BOARD

INFORMATION FOR CLIENTS

YOUR OBLIGATIONS TO THE ATO AND YOUR TAX PRACTITIONER'S OBLIGATIONS TO YOU, THE TPB AND ATO

Your obligations are important

As a taxpayer, it is important you:

- are aware of your obligations to the Australian Taxation Office (ATO)
- understand your tax practitioner has obligations to you, the ATO and the Tax Practitioners Board (TPB).

Your obligations as a client

It's your responsibility as a taxpayer to:

- be truthful with the information you provide your tax practitioner
- keep the required records and provide them to your tax practitioner on a timely basis, as required
- be co-operative with your tax practitioner's requests and meet their due date
- comply with the tax laws.

You must meet your obligations

If you do not meet your obligations:

- the ATO may impose administrative penalties (fines)
- interest charges may be applied
- in some cases, criminal prosecutions may be sought
- the ATO may initiate debt recovery.

What's required of your tax practitioner

Your tax practitioner's obligations require them to:

- act honestly and with integrity
- uphold and promote the ethical standards of the tax profession
- act lawfully in your best interests
- manage any conflicts of interest
- take reasonable care to ascertain your state of affairs and apply tax laws correctly
- keep your information confidential unless there is a legal duty to disclose
- provide services competently
- not knowingly obstruct the administration of the tax laws
- advise you of your rights and obligations under the tax laws
- account to you for money or other property on trust
- not make false or misleading statements to the TPB or ATO, and in some cases withdraw their engagement with you and notify the TPB or ATO of certain matters
- keep proper records
- keep you informed of certain matters so you can make informed decisions (see page 2)
- address any false or misleading statements they are responsible for
- engage with clients to address other false or misleading statements, exploring options to correct.

When your tax practitioner doesn't meet their obligations

If your tax practitioner fails to meet their obligations:

- their registration can be suspended or terminated, meaning they can't practice
- they could receive a caution or orders from the TPB – for example, undertaking education or working under the supervision of another registered tax practitioner
- fines may be imposed on them by the Federal Court
- your tax and superannuation matters may not be accurate
- you may be subject to enquiries or audits
- any tax shortfalls may attract penalties and interest
- you may have litigation options to review decisions and to recover debts
- in the case of fraud or criminality, penalties may lead to prosecutions.

Further information

For further information, see tpb.gov.au and ato.gov.au

Your tax practitioner must keep you informed of certain matters

1. Information about the TPB Register

To support you to make the right decisions about any tax practitioner, the TPB maintains a public register. You can identify registered BAS agents and tax agents, as well as those who are in your locality. The register also provides important information about higher risk cases, where the TPB has imposed serious sanctions on a tax practitioner.

You can find more information about the register at tpb.gov.au/help-using-tpb-register.

2. How to make a complaint to the TPB

The TPB welcomes all feedback which helps improve services and the regulatory system and provides critical intelligence and data. You can provide information or make a complaint about a tax practitioner to the TPB using a simple online form, myprofile.tpb.gov.au/complaints/ .

Complaints can also be made about unregistered preparers who are not complying with the law. All complaints and referrals are assessed by the TPB.

For more information about the complaints process see tpb.gov.au/complaints.

3. General information about rights, responsibilities and obligations

Your tax practitioner must advise you of their rights, responsibilities and obligations as a tax practitioner, including to you, and the obligations you have to them. These rights, responsibilities and obligations may arise under the tax law or because of the services they provide to you.

For a summary of key obligations relating to you and your tax practitioner see page 1. Your tax practitioner will provide you with additional information about these matters.

4. Prescribed events within the last 5 years

If certain prescribed events have occurred involving the tax practitioner within the last 5 years, they must advise you of this at the time you make enquiries to engage or re-engage them to provide tax agent services. Otherwise, the tax practitioner must notify you within 30 days of them becoming aware of the matter. Prescribed events include if the tax practitioner was:

- suspended or terminated by the TPB
- an undischarged bankrupt or went into external administration
- convicted of a serious taxation offence or an offence involving fraud or dishonesty
- serving or sentenced to a term of imprisonment in Australia for 6 months or more.

This disclosure obligation extends to prospective clients – for example, a taxpayer enquiring to engage a tax practitioner for the provision of tax agent services.

Tax practitioners are not required to disclose events that occurred before 1 July 2022.

5. Registration subject to conditions

Your tax practitioner must advise you if their registration is subject to conditions (for example, they can only provide tax services related to research and development or tax [financial] advice services).

The tax practitioner must notify you of this at the time you are making inquiries to engage or re-engage them to provide you with tax services. Otherwise, the tax practitioner must notify you within 30 days of them becoming aware of the matter.

What you should expect from your tax practitioner

They will ask you questions to better understand your situation.

They may ask you to provide evidence of any claims you make.

They will act honestly and not illegally.

They will advise you of your obligations under the tax laws.

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