



Business Clients - Information Request Checklist

Note: Please return this checklist with all documentation attached.

Accounting Records	Provided	Not Applicable	Other
Cashbook of receipts and payments OR,			
Back up file online of MYOB/QuickBooks/Xero/Other data file OR,			
Invite sent to your accountant			

Bank Statements/Passbook Account	Provided	Not Applicable	Other
Bank Statements with notations detailing each income and expense item for the financial year (if no software is used)			
Bank statement balance as at 30 June.			

IBD/Term Deposit Statements	Provided	Not Applicable	Other
Interest Statements			
Renewal Notices			
Notice of Maturity			

Shares/Managed Funds	Provided	Not Applicable	Other
Buy Contracts/Transaction Confirmations			
Sell Contracts/Redemption Notices			
Dividend/Income Distribution Statements			
Investment Summaries			
Annual Tax Statements			
Details of any bonus issues, mergers, demergers, takeovers, etc.			

Property/Equipment	Provided	Not Applicable	Other
If any assets were bought or sold during the year:			
Copy of Purchase Contract			
Copy of Sale Contract			
Copy of Solicitors Settlement Statement (if applicable)			

If a property, and it was built after August 1985, provide details of original building costs, or Quantity Surveyor Report			
If a motor vehicle, provide details of your logbook, including business percentage use			

Debtors	Provided	Not Applicable	Other
Balance as at 30 June.			
Bad debts highlighted.			

Stock/Work in Progress	Provided	Not Applicable	Other
Closing Stock at 30 June.			
Work in Progress at 30 June.			
Provide the method of how you valued the above.			

Trade Creditors	Provided	Not Applicable	Other
Balance as at 30 June.			
Breakdown of all creditors, with 90 day old accounts highlighted.			

Loans/Hire Purchases/Leases	Provided	Not Applicable	Other
Loan Statements for the full year (01 July - 30 June)			
Loan Agreements if it's the first year of the loan			
Copy of Hire Purchase/Lease Agreements			
Business Credit Card Statements for the full year (if not provided through software)			

Employer Obligations - Payroll & Superannuation	Provided	Not Applicable	Other
Single Touch Payroll - Finalisation report for 30 June			
Super payments outstanding at 30 June			