

Business Taxation Checklist

In order to facilitate the timely completion of your tax return we ask that details of the following items be provided for the financial year 1st July to 30 June.

Tick (if applicable)

Mandatory Items

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Computer Bookkeeping (back up copy only) with password |
| <input type="checkbox"/> | Copy of bank statements (reconciled) as at 30 th June |
| | OR |
| <input type="checkbox"/> | Cash Book with description of all income and expenses and all bank statements for the full financial year |
| <input type="checkbox"/> | Detailed list of Creditors (amounts that you owe) |
| <input type="checkbox"/> | Detailed list of Debtors (amounts that others owe you) |
| <input type="checkbox"/> | PAYG Payment Summaries |
| <input type="checkbox"/> | Interest received from bank and term deposit accounts |
| <input type="checkbox"/> | Dividends received (please attach statements) |
| <input type="checkbox"/> | Cheque and receipt books |

Other Items

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Loan Statements |
| <input type="checkbox"/> | Documentation of any new loans or financing e.g. equipment or vehicles , amount borrowed, term, repayment amount and number of payments |
| <input type="checkbox"/> | Details of any assets sold/purchased including purchase date and cost as well as sale date and price. This could include shares, land and buildings or equipment such as motor vehicles |
| <input type="checkbox"/> | Motor Vehicles- kms travelled and if kept log books |
| <input type="checkbox"/> | Any expenses paid by cash or from non business accounts |
| <input type="checkbox"/> | Are there any bad debts that have been written off or should be |

Business Taxation Checklist Continued

Tick (if applicable)

Other Items continued

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Stocktake as at 30 th June |
| <input type="checkbox"/> | Is there any work in process as at 30 th June |
| <input type="checkbox"/> | Any travel diaries to support travel claims |
| <input type="checkbox"/> | Any additional superannuation contributions |

For new clients the following may apply

Tick (if applicable)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Copy of last year's tax returns and financial statements |
| <input type="checkbox"/> | Loan amortisation schedules |
| <input type="checkbox"/> | Trust Deeds and Company constitutions |
| <input type="checkbox"/> | Copy of Drivers Licence/s of Business Owners |

Please ensure you have ticked where appropriate and return with your information using one of the following options.

- Deliver to one of our offices
- Email to admin@conceptaccountants.com.au
- Mail to unit 6/ 198-200 Main South Road Morphett Vale SA 5162