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Located Level 1 OrionSpringfield
 Central Town Centre

Appointment Date _____
 Time _____

Tax Return Checklist

	Yes	No	N/A
Business Income & Expenses			
Computer Program [<i>Xero/MYOB/Quickbooks</i>] Backup on Disk or Email			
Password and Version for your Computer Program			
Bank Statements for Business Account			
Cheque Books			
Deposit Books			
Bank Statements for all Loan Accounts			
New Loan, Hire Purchase or Lease Agreements			
List of Creditors at 30 June 20__ showing GST component			
PAYG Withholding on Wages Owing at 30 June 20__			
List of Debtors at 30 June 20__ showing GST component			
List of Bad Debts for the Year and reasons for write-off			
Details of Equipment Traded In on the Purchase of new Equipment			
Details of New/Replacement Equipment at cost less than \$1,000			
Stocktake as at 30 June (if applicable) & Obsolete Stock write off			
BAS & IAS Statements for the Year			
Details of Superannuation Contributions for Business Owners			
Copy of PAYG Payment Summary Lodged with ATO			
Salary & Wages			
PAYG Summaries (formerly called Group Certificates)			
Centrelink Tax Statements			
Invoices for all Work Expenses			
- Motor Vehicle (and Log Book if applicable)			
- Travel			
- Uniforms			
- Self Education			
- Sun Protection Claim (if you work in the sun)			
- Other			
Receipts for Donations			
Spouse Income			
Details of Dependent Children			
Receipts for Income Protection Insurance			
Health Insurance Yearly Statement			
Interest & Dividends			
Interest on All Bank Accounts Held			
Details of any Dividends Received			
Tax Statements from Investment/Managed Funds			
Details of Any Investments/Assets Sold (include both details of the purchase & the sale)			
Rental Property			
Details of all Rent Received (<i>Agent Statements or Bank Statements</i>)			
Details of all Expenses Relating to the Rental Property			
All Loan Statements Relating to the Rental Property			
Details of the Purchase/Sale of the Property (<i>Settlement Letter & Contract</i>)			
Tax Paid			
Additional Notes and Questions You Wish To Raise			

