

Business Tax Return Checklist

Please supply the following information in order to assist us in preparing your business income tax return

- Name of business _____
- Type of business (sole trader/partnership/company/trust)
- Business activity details _____

- If paper work is prepared in a manual cashbook:
 - Cashbook
 - Bank statements
 - Cheque butts
 - Deposit books
 - Copy of PAYG summary reconciliation sent to the ATO
 - Copy of 30/06/06 bank reconciliation

- If using a computerised accounting system:
 - Back up of file on cd
 - Bank statements
 - Cheque butts
 - Deposit books
 - Copy of PAYG summary reconciliation sent to the ATO
 - Copy of 30/06/06 bank reconciliation
 - If using Cashflow Manager, general ledger printout and trial balance for the financial year

- Other details required:
- Trade debtors \$.....
- Trade creditors (materials, purchases) \$.....
- Other creditors (ie telephone, electricity) \$.....
- Stock on hand \$.....

- Copies of business activity statements and installment activity statements lodged for the financial year (if we do not lodge them for you)
- Details of new assets purchased (date, amount, item details, private usage %)
 - _____
 - _____
 - _____
- Details of assets sold (date, amount, item details)
 - _____
 - _____
 - _____

Other information:
