
BUSINESS TAX RETURN CHECKLIST

❖ INCOME

If you are not using Xero, then we will need:

- ☐ Business account bank statements
- ☐ Copy of detailed General Ledger

Other information required:

- ☐ Interest received on all personal bank accounts and term deposits
- ☐ Dividends received from share investments – both cash and reinvested
- ☐ Centrelink benefits, pensions and allowances
- ☐ Superannuation income streams
- ☐ Trust distribution statements, including tax statements
- ☐ Partnership distributions
- ☐ Capital Gains for any property or investments sold
- ☐ Foreign source income - including overseas pensions

❖ DEDUCTIONS

If you are not using Xero, then we will need:

- ☐ Interest on any business loans
- ☐ Business Credit Card statements
- ☐ If you have employees, copies of payment summaries issued and any super contributions made
- ☐ Motor Vehicle – if claiming cents per km method then diary entries must support kms claimed. If claiming a percentage of total vehicle expenses, then a log book must be kept for 12 weeks
- ☐ Lease or Chattel Mortgage details for any vehicles or other equipment owned by the business
- ☐ Any petty cash expenditure accounted for separately
- ☐ Income Protection Premiums

❖ INVESTMENT PROPERTIES

- ☐ Rental Income (an annual statement from a property manager is sufficient)
- ☐ Any rental property expenses not included on a property manager's statement
- ☐ Interest paid on any investment property loan or copy of loan statements
- ☐ Tax Depreciation Schedule (if you have arranged for one to be prepared)
- ☐ If you have purchased a property during the year then we will also need:
 - Contract of Sale
 - Settlement Statement
 - Bank Loan Fees

❖ OTHER

Business Related:

- ☐ Value of opening stock at 1 July and closing stock at 30 June
- ☐ List of trade debtors and trade creditors at 30 June
- ☐ Details of any additional business transactions put through personal accounts and credit cards

Other:

- ☐ Taxable income of your spouse if we don't prepare their return
- ☐ Annual Private Health Insurance tax statement
- ☐ Receipts for any donations made to registered charities
- ☐ Prior year tax agent fees paid
- ☐ Personal Super Contributions – acknowledgement from your super fund required
- ☐ Any after tax super contribution made on behalf of your spouse
- ☐ Details of your bank account so the ATO can process your tax refund electronically