

ANTHONY CURTIS & CO

CHARTERED ACCOUNTANTS

TAX RETURN CHECKLIST FOR BUSINESSES

Checklist of information required to complete your business tax return/s for the financial year may include:

- Accounting system backup (ie MYOB, Quickbooks etc) plus password if applicable
- Bank statements for the year (including business cheque accounts, loans accounts etc) including end of year balances and total interest paid/received
- Cash on hand or not banked at the last day of the financial year
- List of debtors (money owed to you by customers) as at the last day of the financial year listing the amount of GST inclusive and GST exclusive on each
- Stock on hand as at the last day of the financial year
- Work in progress as at the end of financial year
- Dates and values of assets purchased or sold during the financial year
- Contracts for loans or finance obtained during the financial year and tax invoice/s for assets purchase (if not already given to accountant)
- List of creditors (money owed by you to suppliers) as at the last day of the financial year listing the amount of GST inclusive and GST exclusive on each (provide the break-up of money owed for each type of expense eg electricity, telephone etc)
- An estimate of private use percentages for home utilities such as telephone, mobile, electricity, internet etc
- Motor Vehicle log book
- Motor Vehicle odometer reading (if the company car is used for private purpose as well)
- Superannuation liability as at the end of financial year
- Copies of employee Payment Summaries (if not already given to accountant)
- Listing of expenses paid for the business out of your own money (not already accounted for in BAS preparation) – cash books
- List of nights spent away and towns stayed at for travel in relation to work and attending conferences

NEW BUSINESS CLIENTS:

- TFN and ABN
- Last Year tax return and financial statements
- Details of former accountant (eg. Name, phone, fax, email etc)

ANTHONY CURTIS & CO.

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