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**ANNUAL TAX CHECKLIST
YEAR ENDED 30/06/2015**

**NAME:**

**EMAIL: (If you want Tax Return electronically)**

To assist us in completing your Income Tax Returns, please ensure that you provide the following information if relevant to you.

**CHECKLIST**

 PAYG Summaries (Group Certificates) including Pensions received

 Interest Income – Your Bank can supply a summary

 Dividend Income

 Share purchase and sale contracts

 Capital Gains Tax/Profit on Sale of Assets – Details of assets sold

 Private Health Insurance Statement

 Family Tax Benefit – please advise if you received the full payment

 Bank & Loan Statements

 Bank Reconciliation Reports – to enable us to review unpresented cheques & bank balance

 New Equipment Finance loan documents and tax invoice

 Insurance documents - to ensure that the correct GST has been claimed

 PAYG Summaries issued to Staff

 Wages books/records to reconcile PAYG Summaries

 Fuel Tax Credit calculations – rates changed we need to ensure that you have claimed correctly

 Personal Superannuation Contribution Advices

 Rental Property Statements, expenses and loan documents

 Registration paperwork for vehicles

 Farm Management Deposit statements

 Medical Expenses and Medicare/Health Insurance rebates

**BOOKKEEPING METHOD**

Computer Program

Password

Upgrade Required Y / N BankLink an option Y / N

**MOTOR VEHICLE ODOMETER READINGS**

*Eg. MV 0 Type/Rego & Closing Reading Toyota Rav 4 RTF548 128,445*

MV 1 Type/Rego & Closing ODO Reading

MV 2 Type/Rego & Closing ODO Reading

MV 3 Type/Rego & Closing ODO Reading

**CLOSING STOCK ON HAND**

Trading Business Stock – at cost price $

Cattle – Closing Stock Deaths Killed for Rations

 Bulls/Steers

 Heifers

 Yearlings

 Calves

Sheep – Closing Stock Deaths Killed for Rations

Horses – Closing Stock Deaths

Deer – Closing Stock Deaths Killed for Rations

Other – Closing Stock Deaths Killed for Rations

**TRADE DEBTORS** – Amounts owing to the business. Please provide a detailed listing of customers who owe you money.

**DOUBTFUL DEBTS** – Amounts that you do not expect to receive payment for from invoices raised. Please provide a detailed listing of customers that are doubtful.

**TRADE CREDITORS** – Business Expenses/Invoices that are outstanding to suppliers. This includes June invoices usually paid in July. Please provide a detailed listing of Suppliers that you owe money.

**WORK IN PROGRESS** – for work partly completed not invoiced.

**PRIVATE USE COMPONENTS** – Have the private use percentage of expenses changed?

**WORK RELATED DEDUCTIONS (include Donations)**