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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)**