



ANNUAL TAX CHECKLIST
YEAR ENDED 30/06/2017

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 un-presented 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)

