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**ANNUAL TAX CHECKLIST   
YEAR ENDED 30/06/2018**

**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

Personal Superannuation Contribution Advices

Rental Property Statements, expenses and loan documents

Registration paperwork for vehicles

Farm Management Deposit statements

**BOOKKEEPING METHOD**

Computer Program

Password

Upgrade Required 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)**