Tax Checklist

By John F. Smith

- [ ] Income Items
  - [ ] Bank statements indicating the nature of each deposit.
  - [ ] Reconciled cashbook including drawings taken from the business before banking.
  - [ ] Debtors listing.
  - [ ] QuickBooks/MYOB files.
  - [ ] Bank statements with total interest received.
  - [ ] Statements of rental income received.
  - [ ] Statements of shares purchased, sold or held.
  - [ ] Dividend statements.
  - [ ] Disposal of plant and property.
  - [ ] Capital gains.
  - [ ] Details of any assessable government industry payments.
  - [ ] Bank statements, receipts, invoices, cash book records of any other income.
  - [ ] Annual turnover.
- [ ] Expenses Items
  - [ ] Statements for all loans owing by the business, with an end of financial year balance and interest paid.
  - [ ] Copies of payment summaries and annual reconciliation for salaries and wages.
  - [ ] Information relating to super contributions made for each employee and director.
  - [ ] Rental property expenditure.
  - [ ] Motor vehicles expenditure and log books.
  - [ ] Travel expenses.
  - [ ] Details of insurance policy, provider, premiums, amount covered.
  - [ ] List all business assets showing date of purchase, price, description, hire purchase or lease details.
  - [ ] Details of any repairs or maintenance to business assets during the tax year.
  - [ ] Leased plant and motor vehicles.

Customize, print, share & USE this list at: checklist.com/tax-checklist

- [ ] Superannuation contributions.
- [ ] Petty cash expenditure summary, expense items
- [ ] Documentation of other items you think might be deductible - cheque butts, receipts.

- [ ] Other Items
  - [ ] Bank statement with BSB number, account name and account number.
  - [ ] Value of opening stock and closing stock.
  - [ ] Invoices showing value of purchases made throughout the year.
  - [ ] Value of work in progress.
  - [ ] Creditor and debtor details.
  - [ ] Information about payments to related parties eg loans to family members.
  - [ ] Personal income tax/investment details.
  - [ ] Spouse/children income and investment details.