Tax Checklist

Created: 1/2/2012

# Tasks:

☐ **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.**

☐ **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.**