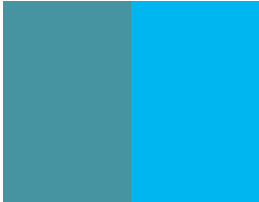


COMPANY TAX RETURN CHECKLIST

Please complete all items in the required field(s), save to your local drive and email the document(s) and any attachment(s) to our office.

DATA FILE

Provided N/A



Reconciled XERO / MYOB / QUICKBOOKS data file as at 30 June

Copy of all physical bank statement(s) as at 30 June

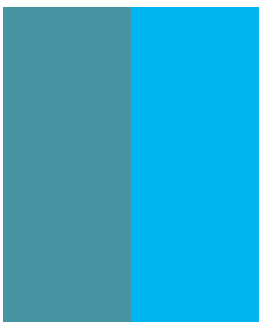
Copy of all physical loan account statement(s) as at 30 June

IF NOT USING XERO/ MYOB / QUICKBOOKS, PROVIDE THE FOLLOWING:

Reconciled cashbooks (i.e. Excel file) for entire financial year (detailing all deposits and withdrawals)

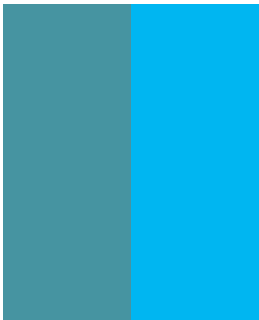
Copy of all physical bank statement(s) for entire financial year (with manual narrations at each line item detailing nature of each transaction)

Copy of all physical loan account statement(s) as at 30 June



INVESTMENTS

Provided N/A



Copies of distribution statement(s) from Trust(s)

Copies of managed funds distribution statements, annual tax statements and capital gains statements i.e. BT Funds, AXA, Merrill Lynch

Copies of dividend statements

Contract details of any investment asset purchased and sold



RENTAL INCOME

Provided N/A



Please complete the 'Rental Property - Tax Return Checklist'

GOVERNMENT INDUSTRY PAYMENTS

Provided N/A



Details regarding any Government industry payments / registrations.

OTHER INCOME

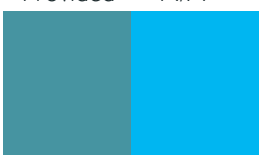
Provided N/A



Details (i.e. statements etc...) of any other income receives not captured in the above sections.

EMPLOYEES

Provided N/A



Copies of PAYG Payment Summaries and PAYG Summary Statement issued for the income year

Details regarding superannuation contributions paid for employees for the income year

COMPANY TAX RETURN CHECKLIST CONTINUED

Please complete all items in the required field(s), save to your local drive and email the document(s) and any attachment(s) to our office.

STOCK ON HAND / WORK IN PROGRESS

\$ _____ Value of closing stock on hand at 30 June

\$ _____ Value of work in progress at 30 June

MOTOR VEHICLE

Provided N/A

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If not previously captured in Data Files provided please provide a detailed summary of all motor vehicle expenses (i.e. fuel, registration, insurance, CityLink, repairs) for the income year

If a new motor vehicle has been purchased, please provide purchase contract and/a hire purchase or finance lease contracts.

_____ % **Assuming a log book has been maintained** please provide motor vehicle business use as a percentage (i.e. 60%)

_____ KM **If no logbook has been maintained** please provide the kilometers traveled (up to 5,000km)

PLANT AND EQUIPMENT

Provided N/A

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Details regarding all assets (Description of asset / date sold / sale price)

OTHER DEDUCTIONS

Provided N/A

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Please provide a summary of any business related expenses not captured in the above sections and paid via personal funds.

NEW CLIENTS

Provided N/A

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Prior Year's Income Tax Return and Financial Accounts

Prior Year's Accountancy Fees

Further Information

