

## TRUST 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

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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:

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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

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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

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Please complete the 'Rental Property - Tax Return Checklist'

### GOVERNMENT INDUSTRY PAYMENTS

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Details regarding any Government industry payments / registrations.

### OTHER INCOME

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

### EMPLOYEES

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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



## TRUST TAX RETURN CHECKLIST CONTINUED

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### STOCK ON HAND / WORK IN PROGRESS

\$ \_\_\_\_\_ Value of closing stock on hand as 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

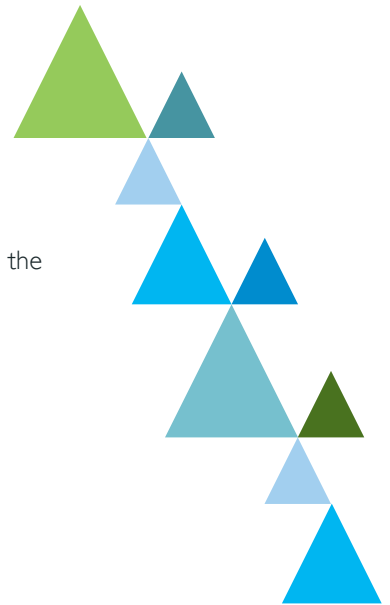
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Prior Year Income Tax Return and Financial Accounts

Prior Year Accountancy Fees

Advise of eligible beneficiaries available for potential distribution

Advise if any potential beneficiaries (listed above) that currently receive any Australian Government Allowance (i.e. Newstart, Youth Allowance etc...)



## TRUST TAX RETURN CHECKLIST CONTINUED

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Provide stamped and signed trust deed

## FURTHER DETAILS

