

**Company, Trust or Partnership Tax Return Checklist (with electronic data file)**

Name of taxpayer: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred Contact No: \_\_\_\_\_

Information Required	Information Provided	Not Applicable
<p><b>Income</b></p> <p>Copy of electronic data file (MYOB or equivalent) &amp; details of version &amp; password</p> <p>Copies of contract notes and settlement statements for shares sold (include original purchase contract notes and settlement statements if possible)</p> <p>Copies of contract notes or sale docs for units in managed funds sold (include original purchase contract notes or purchase docs if possible)</p> <p>Details of any entities not included in the electronic data file</p> <p>Managed funds distribution statements, annual tax statements and capital gains statements</p> <p>Dividend statements</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>Deductions</b></p> <p>Details of bad debts actually written off during the year (provide documentary evidence)</p> <p>Details of bonuses to be accrued at year end</p> <p>Details of borrowing costs for new loans entered into during the year</p> <p>Details of expenses incurred during the year associated with establishing, expanding, merging or liquidating the entity</p> <p>Details of fringe benefits tax paid (please provide FBT return lodged)</p> <p>Details of interest on loans (including explanation of purpose)</p> <p>Details of lease expenses for motor vehicles, premises and equipment</p> <p>Details of legal expenses</p> <p>Details of lump sum payments (including retirement and redundancy)</p> <p>Details of motor vehicle expenses</p> <p>Details of prepayments</p> <p>Details of repairs and maintenance</p> <p>Details of research and development activities and expenses</p> <p>Details of royalties paid</p> <p>Details of salaries paid, including fringe benefits (provide PAYG summaries)</p> <p>Details of travel expenses (include travel diaries) particularly overseas</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>Balance Sheet – Assets</b></p> <p>Asset register detailing depreciable assets bought and sold or scrapped during the year</p> <p>Copies of year end bank statements</p> <p>Copies of confirmation of any units in managed funds purchased</p> <p>Copies of contract notes and settlement statements for any shares purchased</p> <p>Details of any other investments purchased</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

Information Required	Information Provided	Not Applicable
Details of CGT assets purchased during the year	<input type="checkbox"/>	<input type="checkbox"/>
Details of leases entered into and terminated during the year	<input type="checkbox"/>	<input type="checkbox"/>
Details of loans, payments of forgiveness of debts to shareholders or their associates	<input type="checkbox"/>	<input type="checkbox"/>
Value of work-in-progress at year end	<input type="checkbox"/>	<input type="checkbox"/>
Value of stock at year end	<input type="checkbox"/>	<input type="checkbox"/>
<b>Balance Sheet – Liabilities</b>		
Accrued expenses (e.g. audit fees and bonuses) and unearned revenue	<input type="checkbox"/>	<input type="checkbox"/>
Details of all loans & purpose of loan	<input type="checkbox"/>	<input type="checkbox"/>
Provisions for long service leave and annual leave	<input type="checkbox"/>	<input type="checkbox"/>
All loan statements for the full financial year	<input type="checkbox"/>	<input type="checkbox"/>
<b>Balance Sheet – Equity</b>		
Details of any changes to shareholding	<input type="checkbox"/>	<input type="checkbox"/>
Details of loans from shareholders or partners	<input type="checkbox"/>	<input type="checkbox"/>
Details of any increase or decrease to reserves	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Information – Company</b>		
Auditor's report (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year	<input type="checkbox"/>	<input type="checkbox"/>
Copies of minutes of company meetings	<input type="checkbox"/>	<input type="checkbox"/>
If you have any doubt about any income or expenses the company has received or incurred, bring the documents in with you	<input type="checkbox"/>	<input type="checkbox"/>
Any other information that you think is relevant	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Information – Trust</b>		
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year	<input type="checkbox"/>	<input type="checkbox"/>
Copies of minutes of trust meetings, in particular distribution resolutions	<input type="checkbox"/>	<input type="checkbox"/>
Copy of trust deed, if not already supplied	<input type="checkbox"/>	<input type="checkbox"/>
Copy of trust deed variations/amendments, if not already supplied	<input type="checkbox"/>	<input type="checkbox"/>
Details of any units redeemed or issued during the year (for a unit trust)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any unpaid present entitlements to beneficiaries	<input type="checkbox"/>	<input type="checkbox"/>
If trust's deed was amended during the year, please provide details	<input type="checkbox"/>	<input type="checkbox"/>
If you have any doubt about any income or expenses the trust has received or incurred, bring the documents in with you	<input type="checkbox"/>	<input type="checkbox"/>
Any other information that you think is relevant	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Information – Partnership</b>		
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year	<input type="checkbox"/>	<input type="checkbox"/>
Copies of minutes of partnership meetings	<input type="checkbox"/>	<input type="checkbox"/>
Copy of partnership agreement	<input type="checkbox"/>	<input type="checkbox"/>
If the partnership was restructured during the year, please provide details	<input type="checkbox"/>	<input type="checkbox"/>
If you have any doubt about any income or expenses the partnership has received or incurred, bring the documents in with you	<input type="checkbox"/>	<input type="checkbox"/>
Any other information that you think is relevant	<input type="checkbox"/>	<input type="checkbox"/>