

**Company, Trust or Partnership Tax Return Checklist (without electronic data file)**

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

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

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

| Information Required  | Information Provided     | Not Applicable           |
|---|--------------------------|--------------------------|
| <b>Income</b>   |                          |                          |
| Accounting information, including trial balance, P&L and balance sheet  | <input type="checkbox"/> | <input type="checkbox"/> |
| Asset register detailing depreciable assets bought & sold or scrapped during the year   | <input type="checkbox"/> | <input type="checkbox"/> |
| Cashbook (if maintained)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of contract notes and settlement statements for shares sold (include original purchase contract notes and settlement statements if possible) | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of contract notes or sale docs for units in managed funds sold (include original purchase contract notes or purchase docs if possible)       | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any other income, e.g. rental income   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any other investment incomes   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any subsidies, grants and payments received  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of interest and repayments received from shareholders   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of proceeds from disposal of capital assets   | <input type="checkbox"/> | <input type="checkbox"/> |
| Managed funds distribution statements, annual tax statements and capital gains statements   | <input type="checkbox"/> | <input type="checkbox"/> |
| Dividend statements   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Deductions</b>   |                          |                          |
| Details of advertising and marketing expenses   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of bad debts actually written off during the year (provide documentary evidence)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of bonuses and commissions paid to employees  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of bonuses and commissions paid to external parties   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of bonuses paid to directors  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of borrowing costs for new loans entered into during the year   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of directors' fees  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of entertainment expenses   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of expenses incurred during the year associated with establishing, expanding, merging or liquidating the entity                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of fringe benefits tax paid (please provide FBT return lodged)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of interest on loans (including explanation of purpose)   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of lease expenses for motor vehicles, premises and equipment  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of legal expenses   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of lump sum payments (including retirement and redundancy)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of motor vehicle expenses   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of prepayments  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of professional subscriptions and journals  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of rates, land taxes and insurance premiums   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of repairs and maintenance  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of research and development activities and expenses   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of royalties paid   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of salaries paid, including fringe benefits (provide PAYG summaries)  | <input type="checkbox"/> | <input type="checkbox"/> |

| Information Required   | Information Provided     | Not Applicable           |
|--|--------------------------|--------------------------|
| Details of superannuation contributions for directors  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of superannuation contributions for employees  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of tax, and accounting and audit fees paid   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of travel expenses (include travel diaries) particularly overseas  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Balance Sheet – Assets</b>  |                          |                          |
| Asset register detailing depreciable assets bought and sold or scrapped during the year                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Bank statements  | <input type="checkbox"/> | <input type="checkbox"/> |
| Cheque book butts and deposit books  | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of confirmation of any units in managed funds purchased   | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of contract notes and settlement statements for any shares purchased  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any other investments purchased   | <input type="checkbox"/> | <input type="checkbox"/> |
| 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"/> |
| Details of work-in-progress  | <input type="checkbox"/> | <input type="checkbox"/> |
| Listing of trade debtors with amounts outstanding  | <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"/> |
| Listing of trade creditors with amounts owing  | <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"/> |

