

Company, Trust or Partnership Tax Return Check List

Please e-mail, fax or post this form back to our office prior to your appointment.



If you have any questions or concerns please call the office and discuss your concerns with one of our helpful staffs

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| Information Required | Information Provided | Not Applicable |
|---|----------------------|----------------|
| Income | | |
| Accounting information, including Trial balance, P&L and balance sheet. | | |
| Asset Register detailing Depreciable assets bought, sold or scrapped during the year | | |
| Cash book if maintained | | |
| Copies of sell notes and settlement statements for shares sold (including contract notes and settlement statements if possible) | | |
| Copies of sell notes for units in managed funds sold (including original purchase notes if possible) | | |
| Details of any other income such as Rental income | | |
| Details of any other Investment Income | | |
| Details of interest and repayments received from shareholders | | |
| Details of proceeds from disposal of capital assets | | |
| Managed Funds distribution statements, annual tax statements and capital gains statements | | |
| Dividend statements | | |
| Deductions | | |
| Details of advertising and marketing expenses | | |
| Details of bad debts actually written off during the year | | |
| Bonuses Comissions paid to employees | | |

| Information Required | Information Provided | Not Applicable |
|--|----------------------|----------------|
| Income | | |
| Bonuses and Commissions paid to external parties | | |
| Details of bonuses paid to directors | | |
| Details of borrowing costs for new loans entered into during the year | | |
| Details of directors fees | | |
| Details of donations of \$2 and over to registered charities | | |
| Details of expenses associated with establishing, expanding, merging or liquidating the entity, that were incurred during the year | | |
| Details of Fringe Benefits Tax Paid, (please provide FBT returns lodged) | | |
| Details of interest on loans | | |
| Details of Legal expenses | | |
| Details of lump sum payments (including retirement and redundancy) | | |
| Details of Motor Vehicle expenses | | |
| Details of Pre payments | | |
| Details of Professional Subscriptions and journals | | |
| Details of Rates, land tax and insurance Premiums | | |
| Details of repairs and maintenance | | |
| Details of Research and Development activities and expenses | | |
| Details of Royalties paid | | |
| Details of salaries paid, including fringe benefits (Please provide PAYG summaries) | | |
| Details of Superannuation contributions for directors | | |
| Details of superannuation contributions for employees | | |
| Details of tax, accounting and auditing fees paid | | |
| Details of any Assets purchased, including date of purchase and amount | | |
| Details of Travel expenses (including travel Dairies) | | |

| Information Required | Information Provided | Not Applicable |
|--|----------------------|----------------|
| Balance Sheet - Assets | | |
| Asset Register detailing depreciable assets bought, sold, or scrapped during the year | | |
| Bank Statements | | |
| Cheque Book Buts and Deposit books | | |
| Copies of contract notes and settlement statements for any shares purchased | | |
| Details of other investements purchased | | |
| Details of capital assets purchased during the year | | |
| Details of leases entered into and terminated during the year | | |
| Details of loan, payments forgiveness of debits, or provision for use of assets to shareholders or their associates | | |
| Details of work-in-progress at 30th June | | |
| Listing of Trade Debtors with amounts outstanding | | |
| Value of stock as at 30 June and basis of valuation | | |
| Balance Sheet - Liabilities | | |
| Accrued Expenses (e.g. audit fees and bonuses) and unearned revenue | | |
| Details of all loans | | |
| List of Trade creditors with amounts owing | | |
| Provision for long Service Leave and Annual Leave | | |
| Statements from lending authority detailing the opening and closing balances of existing loans during the financial year | | |

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| Balance Sheet Equity | | |
| Details of any changes to shareholding | | |
| Details of loans from Shareholders or partners | | |
| Details of any increase or decrease to reserves | | |
| ADDITIONAL INFORMATION - COMPANY | | |
| Loans payments, debt, forgiveness, or use of assets given to shareholder, ig private company | | |
| Auditors report (if applicable) | | |
| Copies of minutes of company meetings | | |
| If you have any doubts about any income or expenses the company has received or incurred, bring the documents | | |
| Any other information that you think is relevant | | |
| ADDITIONAL INFORMATION - TRUST | | |
| Unpaid present entitlements to a corporate beneficiary who is associate of the trust | | |
| Copies of minutes of trust meetings, in particular distribution resolution | | |
| Copy of Trust Deed, if not already supplied | | |
| Details of any units redeemed or issued during the year (for a unit trust) | | |
| Details of any unpaid present entitlements to beneficiaries | | |
| If trust deed were amended during the year, please provide details | | |
| If you have any doubts about any income or expenses the company has received or incurred, bring the documents | | |
| ADDITIONAL INFORMATION - PARTNERSHIP | | |
| Copies of instalment Activity Statements and / or Business Activity Statements lodged for the income year | | |
| Copies of minutes of partnership meetings | | |
| Copy of partnership Agreement | | |
| If the partnership was restructured during the year, please provide details | | |