



CHECKLIST FOR BUSINESS TAX PREPARATION

CHECK

If providing business data files eg MYOB, Quicken, Excel and Cashbooks please provide details of version and any password.

If reports are provided please also supply disk. Files can either be emailed or a disk can be mailed in or dropped in.

If you are not supplying any summaries please ensure that you bring in the following:

EXPENSES – Guide Only

Advertising	<input type="checkbox"/>
Accounting	<input type="checkbox"/>
Bank charges	<input type="checkbox"/>
Business loans	<input type="checkbox"/>
Cleaning	<input type="checkbox"/>
Computer and internet	<input type="checkbox"/>
Donations	<input type="checkbox"/>
Hire purchase – (please provide contact)	<input type="checkbox"/>
Home office expenses	<input type="checkbox"/>
Insurance e.g. workers comp, income protection	<input type="checkbox"/>
Interest	<input type="checkbox"/>
Lease	<input type="checkbox"/>
Materials and supplies	<input type="checkbox"/>
Motor vehicle expenses	<input type="checkbox"/>
Postage	<input type="checkbox"/>
Purchase of all new plant and equipment	<input type="checkbox"/>
Rent	<input type="checkbox"/>
Repairs and maintenance	<input type="checkbox"/>
Security	<input type="checkbox"/>
Stationary and printing	<input type="checkbox"/>
Subcontract payments	<input type="checkbox"/>
Subscription - i.e. professional associations	<input type="checkbox"/>
Superannuation – employee and employer	<input type="checkbox"/>
Telephone – mobile and business lines	<input type="checkbox"/>
Training – education expenses	<input type="checkbox"/>
Tools	<input type="checkbox"/>
Travel – receipts	<input type="checkbox"/>
Uniform	<input type="checkbox"/>
Wages	<input type="checkbox"/>



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Copies of BAS and IAS forms

Copy of PAYG Summary Statement for employees (if applicable)

Log Book

Details of interstate or overseas travel – i.e. days traveled and which city

Copy of bank statements as at 30 June 200X

If you are a new client please provide a copy of your last tax return and ABN number if applicable.

Also provide details of related companies, superannuation funds, partnerships trusts etc.

