



needhams

Needhams Business and Financial Strategies

2018 Checklist

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CHECKLIST FOR BUSINESS TAX PREPERATION

If you are providing business data files, for example, MYOB, Quicken, Excel & cashbook, please provide details of the version being used and password. If you are providing reports, please also supply a soft copy, if available.

Files for work can either be emailed or a disk/pen drive can be mailed or dropped off to the office.

If you are new to us, please provide a copy of your last tax return, financial reports, Tax File Number & ABN - if applicable. Also provide details of related companies, superannuation funds, partnership, trusts, etc.



EXPENSE CHECKLIST FOR YOUR BUSINESS TAX RETURN

- Advertising
- Accounting
- Bank Charges
- Business Loans
- Cleaning
- Computer & Internet
- Donations

(Continue to next page)

- Hire Purchases (Please provide contact)
- Home office expenses
- Insurance E.g. - Workers Comp, Inc. Protection
- Interest
- Lease
- Materials & supplies
- Motor Vehicle Expenses
- Postage
- Details of Interstate or overseas travelled
- Purchase of all new plant & equipment
- Rent
- Repairs & Maintenance
- Security
- Stationery & printing
- Subcontract payments
- Subscription – i.e. professional associations
- Superannuation – Employee & Employer
- Telephone – Mobile and business lines
- Training – Education expenses
- Tools
- Travel – Receipts
- Uniform
- Wages
- Copies of BAS & IAS Forms
- Log Book