

Company, Trust or Partnership Tax Return Checklist

Name of taxpayer: _____

Address: _____

Preferred contact no.: _____

| Information | Information provided | Not applicable |
|--|--------------------------|--------------------------|
| Income | | |
| Accounting information, including trial balance, profit and loss, and balance sheet | <input type="checkbox"/> | <input type="checkbox"/> |
| Asset register detailing depreciable assets bought and sold or scrapped during the year | <input type="checkbox"/> | <input type="checkbox"/> |
| Cashbook (if maintained) | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of sell notes and settlement statements for shares sold (and original contract notes and settlement statements if possible) | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of sell notes for units in managed funds sold (and original purchase notes if possible) | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any other income such as rental income | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any other investment income | <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"/> |
| Deductions | | |
| Details of advertising and marketing expenses | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of bad debts actually written off during the year | <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 donations of \$2 and over to registered charities | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of entertainment expenses | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of expenses incurred during the year that were associated with establishing, expanding, merging or liquidating the entity | <input type="checkbox"/> | <input type="checkbox"/> |

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|--|--------------------------|--------------------------|
| Details of fringe benefits tax (FBT) paid (and a copy of the FBT return lodged) | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of interest on loans | <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 for retirement and redundancy) | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of motor vehicle expenses including copy of log book | <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"/> |
| 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 any assets purchased, including date of purchase and amount | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of travel expenses (provide travel diaries) | <input type="checkbox"/> | <input type="checkbox"/> |
| Balance sheet – assets | | |
| 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 for 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 capital 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, forgiveness of debts, or provision for use of assets 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 the end of the financial year period (and basis of valuation) | <input type="checkbox"/> | <input type="checkbox"/> |
| Balance sheet – liabilities | | |
| Accrued expenses (eg audit fees and bonuses) and unearned revenue | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of all loans | <input type="checkbox"/> | <input type="checkbox"/> |

| Information | Information provided | Not applicable |
|--|--|--|
| Listing of trade creditors with amounts owing Provisions for long service leave and annual leave Statements from lending authorities detailing the opening and closing balances of existing loans during the financial year | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Balance sheet – equity Details of any changes to shareholding Details of loans from shareholders or partners Details of any increase or decrease to reserves | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Additional information – company Loans, payments, debt forgiveness, or use of assets by to shareholders or associates of the shareholders, if private company Auditor’s report (if applicable) Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year Copies of minutes of company meetings Details of any share buy-backs or share cancellations | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Additional information – trust Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year Copies of minutes of trustee meetings, in particular distribution resolutions Copy of trust deed or any amendments during year, 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 or associate private companies Details of any elections eg family trust election, interposed entity election If closely held trust, any relevant notices eg tax file number (TFN) report, trustee beneficiary (TB) statement | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 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 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Additional information – all entities If you have any doubt about any income or expenses that the entity has received or incurred, bring the documents in with you Any other information that you think is relevant | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |