

2019 COMPANY, TRUST OR PARTNERSHIP TAX RETURN CHECKLIST

PLEASE MAKE SURE YOU ATTACH DETAILS OF ALL ITEMS THAT APPLY TO YOU

COMPANY, TRUST OR PARTNERSHIP INFORMATION

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: (M) _____
 (H) _____

EMAIL ADDRESS: _____

YOUR FINANCIALS AND RETURN WILL BE UPLOADED TO YOUR CLIENT PORTAL FOR SIGNATURE:

ARE ALL SIGNING DIRECTORS/ TRUSTEES/ PARTNERS REGISTERED FOR A PORTAL?

IF 'NO': PLEASE ADVISE ALL EMAIL ADDRESSES WHICH REQUIRES A PORTAL REGISTRATION:

EMAIL 1: _____
 EMAIL 2: _____
 EMAIL 3: _____
 EMAIL 4: _____

IF YOUR RETURN IS URGENT PLEASE INDICATE THE DATE YOU REQUIRE IT TO BE RECEIVED BY YOU:

NB: This Checklist is only a guide to help us declare all income and deductions that are required, please add any other information where you feel necessary.

| INFORMATION PROVIDED | INCOME |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------|
| | Accounting information, including trial balance, profit and loss, and balance sheet |
| | Asset register detailing depreciable assets bought and sold or scrapped during the year |
| | Cashbook (if maintained) |
| | Copies of sell notes and settlement statements for shares sold (and original contract notes and settlement statements if possible) |
| | Copies of sell notes for units in managed funds sold (and original purchase notes if possible) |
| | Details of any other income such as rental income |
| | Details of any other investment income |
| | Details of any subsidies, grants and payments received |
| | 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 |

| INFORMATION PROVIDED | DEDUCTIONS |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| | Details of advertising and marketing expenses |
| | Details of bad debts actually written off during the year |
| | Details of bonuses and commissions paid to employees |
| | Details of 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 director fees |
| | Details of donations of \$2 and over to deductible gift recipients |
| | Details of entertainment expenses |
| | Details of expenses incurred during the year that were associated with establishing, expanding, merging or liquidating the entity |
| | Details of fringe benefits tax paid (and a copy of the FBT return lodged) |
| | Details of interest on loans |
| | Details of lease expenses for motor vehicles, premises and equipment |
| | Details of legal expenses |
| | Details of lump sum payments (including for retirement and redundancy) |
| | Details of motor vehicle expenses |
| | Details of prepayments |
| | Details of professional subscriptions and journals |
| | Details of rates, land taxes 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 (provide PAYG summaries) |
| | Details of superannuation contributions for directors |
| | Details of superannuation contributions for employees |
| | Details of tax, and accounting and audit fees paid |
| | Details of any assets purchased, including date of purchase and amount |
| | Details of travel expenses (provide travel diaries) |

| INFORMATION PROVIDED | BALANCE SHEET – ASSETS |
|----------------------|----------------------------------------------------------------------------------------------------------------------|
| | Asset register detailing depreciable assets bought and sold or scrapped during the year |
| | Bank statements |
| | Cheque book butts and deposit books |
| | Copies of confirmation for any units in managed funds purchased |
| | Copies of contract notes and settlement statements for any shares purchased |
| | Details of any other investments purchased |
| | Details of capital assets purchased during the year |
| | Details of leases entered into and terminated during the year |
| | Details of loans, payments, forgiveness of debts, or provision for use of assets to shareholders or their associates |
| | Details of work-in-progress |
| | Listing of trade debtors with amounts outstanding |
| | Value of stock as at 30 June 2018 (and basis of valuation) |

| INFORMATION PROVIDED | BALANCE SHEET – LIABILITIES |
|----------------------|-------------------------------------------------------------------|
| | Accrued expenses (eg audit fees and bonuses) and unearned revenue |
| | Details of all loans |
| | Listing of trade creditors with amounts owing |
| | Provisions for long service leave and annual leave |

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|--|----------------------------------------------------------------------------------------------------------------------------|
| | Statements from lending authorities detailing the opening and closing balances of existing loans during the financial year |
|--|----------------------------------------------------------------------------------------------------------------------------|

| INFORMATION PROVIDED | BALANCE SHEET – EQUITY |
|----------------------|-------------------------------------------------|
| | Details of any changes to shareholding |
| | Details of loans from shareholders or partners |
| | Details of any increase or decrease to reserves |

| INFORMATION PROVIDED | ADDITIONAL INFORMATION – COMPANY |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------|
| | Loans, payments, debt forgiveness, or use of assets given 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 |

| INFORMATION PROVIDED | 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 |

| INFORMATION PROVIDED | 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 |

| INFORMATION PROVIDED | 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 |