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**Company, Trust or Partnership**

**201\_ (Enter Year) Tax Return Checklist**

Please e-mail, fax or post this form back to our office **PRIOR** to your appointment:

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| **TO:** | TaxPlus Accountants | **FAX:** | (02) 8084 2261 |
| **ATTENTION:** |  | **E-MAIL:** | info@taxplusaccountants.com |

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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 | $ |  |
| Cashbook (if maintained) | $ |  |
| Copies of sell notes and settlement statements for  shares sold (include original contract notes and settlement statements if possible) | $ |  |
| Copies of sell notes for units in managed funds sold  (include 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 | $ |  |
| **Deductions** |  |  |
| Details of advertising and marketing expenses | $ |  |
| Details of bad debts actually written off during the  year | $ |  |
| Bonuses & commissions paid to employees | $ |  |

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| Bonuses & 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 Entertainment Expenses | $ |  |
| 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  return lodged) | $ |  |
| Details of Interest on Loans | $ |  |
| Details of Leasing expenses for motor vehicles,  premises and equipment | $ |  |
| Details of Legal expenses | $ |  |
| Details of lump sum payments (including retirement  and redundancy) | $ |  |
| Details of Motor Vehicle Expenses | $ |  |
| Details of Prepayments | $ |  |
| Details of Professional Subscriptions and Journals | $ |  |
| Details of Rates, Land Tax & 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, and accounting and audit fees paid | $ |  |
| Details of any Assets Purchased, including date of  purchase and amount | $ |  |

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| Details of Travel Expenses (include travel diaries) | $ |  |
| **Balance Sheet – Assets** |  |  |
| Asset Register detailing depreciable assets bought, 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 at 30th June 2012 | $ |  |
| Listing of Trade Debtors with amounts outstanding | $ |  |
| Value of Stock as at 30 June 2012 (and basis of valuation) | $ |  |
| **Balance Sheet – Liabilities** |  |  |
| Accrued Expenses (e.g. 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 | $ |  |
| Statements from the lending authority detailing the opening and closing balances of existing loans during  the financial year | $ |  |
| **Balance Sheet – Equity** |  |  |
| Details of any changes to shareholding |  |  |
| Details of loans from shareholders or partners |  |  |
| Details of any increase of decrease to reserves |  |  |

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| **Addition 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 |  |  |
| If you have any doubt about any income or expenses  the company has received or incurred, bring the documents in with you |  |  |
| Any other information that you think is relevant |  |  |
| **Additional Information – Trust** |  |  |
| Unpaid present entitlements to a corporate  beneficiary who is an associate of the trust |  |  |
| Copies of Instalment Activity Statements and/or  Business Activity Statements lodged for the income year |  |  |
| Copies of minutes of trust meetings, in particular distribution resolutions |  |  |
| 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’s deed was amended during the year, please  provide details |  |  |
| If you have any doubt about any income or expenses  the trust has received or incurred, bring the documents in with you |  |  |
| **Additional Information – Partnership** | **Yes** | **No** |
| 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 |  |  |

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| If the partnership was restructured during the year, please provide details |  |  |
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