



**Income Tax Return Preparation Checklist**

**2017**

**Checklist D - Business**

	Yes	No	Details
1. Do you keep your account electronically?			If no please go to Question 14
<b>Please provide the following information/documentation:</b>			
<ul style="list-style-type: none"> <li>● <b>Full backup of your current year accounts</b> Please ensure that all bank accounts (including credit cards) are reconciled to the statements. If un-reconciled, please make us aware of this.</li> </ul>			
● <b>Name of accounting program</b>			.....
● <b>Program version</b>			.....
● <b>Name of your file</b>			.....
● <b>Password</b> (if applicable)			.....
2. Does your business use the internet to buy or sell any goods or services?			

	<u>Supplied</u>	
	Yes	No
3. Copies of all bank accounts and credit card statements as at 30 June.		
4. Details of any new vehicle or equipment purchased, including purchase documents and trade-in details (if any). <small>If new vehicle purchased, provide log-book details.</small>		
5. Details of any new hire purchase, lease agreements or chattel mortgages. <small>Please include any copies of loan documents stating payment terms.</small>		
6. Details of any payouts of financial agreements.		
7. Details of any assets sold or scrapped during the year.		
8. Value of closing stock at 30 June. <small>If applicable</small>		

***If no electronic accounting program please complete the following***

9. Business trading name .....		
10. ABN .....		
	<u>Supplied</u>	
	Yes	No
11. Reconciled cashbooks and/or bank statements and credit card statements from 1 July to 30 June		
12. Loan Statements		
13. PAYG Payment Summaries (Group Certificates) and annual reconciliation statement		
14. Details of any new hire purchase, lease agreements or chattel mortgages. <small>Include copies of loan documents stating payout terms.</small>		
15. Details of any payouts of financial agreements		
16. Details of any assets sold or scrapped during the year		

**17. Value of closing stock at 30 June**

If Applicable

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