



Hetherington+Associates
Chartered Accountants

SMALL BUSINESS TAX CHECKLIST

2017

CLIENT DETAILS

Name: _____

Has your contact details changed since lodging last year's tax return? YES / NO

If yes, please notify our office.

Does your business use the internet to buy or sell any goods or services? YES / NO

BUSINESS INCOME & EXPENSE

Please tick if item is included with this form		Included?						
1	Provide a <u>full backup</u> of your computer accounting data file. Please ensure that all bank accounts (including credit cards) are reconciled to the statements. If un-reconciled, please make us aware of this. Include your password (if you are using one) and the version of the software details <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 70%;">Software (including version)</td> <td></td> </tr> <tr> <td>Username</td> <td></td> </tr> <tr> <td>Password</td> <td></td> </tr> </table>	Software (including version)		Username		Password		
Software (including version)								
Username								
Password								
2	Provide copies of all bank accounts and credit card statements as at 30 June.							
3	If you prepare and lodge your own BAS returns, please ensure that sale/turnover, GST and wages are reconciled to your accounting software data.							
4	If an Annual GST Return is received from the ATO, please forward to this office.							
5	Details of any new vehicle or equipment purchased, including purchase documents and trade-in details (if any). If new vehicle purchased, provide log-book details.							
6	Details of any new hire purchase, lease agreements or chattel mortgages. Include copies of loan documents stating payment terms.							
7	Details of any payouts of financial agreements							
8	Details of any assets sold or scrapped during the year.							
9	Value of closing stock at 30 June (if applicable)							
10	If we prepare your personal tax returns as well, please complete our checklist for individuals (including rental property if applicable)							