



SMALL BUSINESS TAX CHECKLIST

CLIENT DETAILS

Name:	
Has your contact details changed since lodging last year's tax return?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please notify our office.	
Does your business use the internet to buy or sell any goods or service?	<input type="checkbox"/> Yes <input type="checkbox"/> No

BUSINESS INCOME & EXPENSE

Please tick if item is included with this form	Included?							
1. Provide a full backup of your computer accounting data file. Unless Xero or MYOB Account Right Live. Ensure we have been invited to your 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, not required for Xero. <table border="1" style="width: 100%;"> <tr> <td>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:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Software (including version):								
Username:								
Password:								
2. Provide copies of all bank accounts and credit card statements as at 30 June.	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
4. If an Annual GST Return is received from the ATO, please forward to this office.	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
5. Details of any new vehicle or equipment purchased, including purchase documents and trade-in details (if any). If new vehicle purchased, please provide log book details.	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
6. Details of any new hire purchase, lease agreements or chattel mortgages. Include copies of loan documents statement payment terms.	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
7. Details of any payouts of financial agreements.	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
8. Details of any assets sold or scrapped during the year.	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
9. Value of closing stock at 30 June (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
10. If we prepare your personal tax returns as well, please complete our checklist for individuals (including rental property if applicable).	<input type="checkbox"/> Yes	<input type="checkbox"/> No						

ADDITIONAL INFORMATION

Please include any additional notes or comments (if required)