

BUSINESS CHECKLIST

TAX RETURN CHECKLIST FOR 2015

Please provide as much information as possible to assist us in maximising your return

HISTORY (Applicable to New Clients Only)

- Previous year's tax return including depreciation schedule
- Previous years financial statements

INCOME

- Details of income: (If not using MYOB)
- Rental Properties (if applicable): statement of rental income received.
- Share trading statements: statements of shares purchased or sold.
- Dividend Statements
- Any other income
- Details of any Capital Gains

EXPENSES

- Payroll: copies of employee payment summaries and payroll reconciliations(if applicable)
- Motor Vehicle: Details of business motor vehicles, copies of log books, opening and closing odometer readings.
- Travel Expenses: Travel Diary and other documentation.
- Other expenses: any proof documents of other expenses you can provide.

PROOF AND OTHER SUPPORTING DOCUMENTS

- Copies of bank statements as at 30 June 2015.
- Copies of invoices of any assets purchases made during the year.
- Copies of documents for any leases, finances or loans.
- Check Accounts Payable closing balance to ensure that it is correct
- Check Accounts Receivable closing balance to ensure that it is correct.
- Provide details of any bad debts written off
- Stock-take closing balance reconciliation

ACCOUNTING SOFTWARE MYOB

- Backup of MYOB data file.
- Username and password for MYOB.
- Version