

Business/Company Tax Return Checklist

When you attend your interview or drop in your records please provide all the following information that is applicable to you.

Income & Expenses

Either

- Bookkeeping Software File (MYOB etc)
 - File
 - Username
 - Password

Or

- Gross Income
- Expenses
 - Materials & Cost of Sales
 - Insurance Premiums
 - Interest
 - Replacement Tools Etc.
 - Additional Running Costs.

Livestock

- Purchase
 - Purchase Price
 - Quantity Purchased
- Natural Increase
 - Quantity
- Sold
 - Sell Price
 - Quantity Sold
- Natural Decrease
 - Quantity

Evidence

- Bank Statements
 - Bank Accounts
 - Credit Card
 - Loan Accounts
- Inventory
 - Stocktake Figures
- Payroll
 - PAYG Payment summaries
 - Work Cover reconciliation
 - Superannuation
- Plant & Equipment
 - Invoices or Statements for NEW Equipment
 - Invoices or Statements for SOLD Equipment
- Motor Vehicles
 - Invoices or Statement for NEW Vehicles
 - Invoice or Statements for Vehicles SOLD
- Hire Purchases & Lease Contracts
 - Contracts