

# Business Tax Return CHECKLIST

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Accounting & Tax Matters

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## New Clients

- Copy of prior year return and financials
- Bank accounts are reconciled to bank statements
- Car expenses, including fuel, repairs, and parking. Bring log book if possible
- Odometer reading of all vehicles

## Income

- Stocktake details as at 30th June
- Details of Capital Gains tax assets
- Dividends, including details of franking credits
- Income of foreign tax sources, including details of foreign tax paid

## Liabilities

- New loans that were taken out during the year and their purpose
- Statements from the lending authority with opening and closing balances of existing loans during the financial year
- Creditors listing as at 30th June
- Copies of bank statements showing opening and closing balance for the financial year

## Deductions

- Bad debts written off during the year
- Gifts and donations of \$2 or more to deductible entities
- Legal expenses
- Lease details (motor vehicle/premises/equipment)
- Details of loan accounts (to directors, shareholders, beneficiaries and partners)
- Debtors listing (including bad debts written off)
- Details of depreciable assets acquired/lost during the financial year

## Assets

- BAS statements
- Details of Loan Accounts
- Debtors listing (including bad debts written off)
- Details of depreciable assets acquired/lost during the financial year



Any questions? Feel free to get in touch before  
your appointment