SYDNEY TAX ACCOUNTANT
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COMPANY, TRUST AND PARTNERSHIP TAX CHECKLIST

Tax return checklist for the year ended 30 June 20__

Please complete this form and email it to us before your appointment. Questions? Call us on 1300 661 380.

Entity name		**ABN / ACN**	
Financial year	*Year ended 30 June 20__*	**Contact person**	

INCOME	Provided	N/A
Accounting information, including trial balance, profit and loss and balance sheet	☐	☐
Asset register detailing depreciable assets bought, sold or scrapped during the year	☐	☐
Cashbook (if maintained)	☐	☐
Sell notes and settlement statements for shares sold (include original contract notes if possible)	☐	☐
Sell notes for units in managed funds sold (include original purchase notes if possible)	☐	☐
Details of any other income, such as rental income	☐	☐
Details of any other investment income	☐	☐
Details of any subsidies, grants and payments received	☐	☐
Details of interest and repayments received from shareholders	☐	☐
Details of proceeds from disposal of capital assets	☐	☐
Managed fund distribution statements, annual tax statements and capital gains statements	☐	☐
Dividend statements	☐	☐

DEDUCTIONS	Provided	N/A
Advertising and marketing expenses	☐	☐
Bad debts actually written off during the year	☐	☐
Bonuses and commissions paid to employees	☐	☐
Bonuses and commissions paid to external parties	☐	☐
Bonuses paid to directors	☐	☐
Borrowing costs for new loans entered into during the year	☐	☐
Directors' fees	☐	☐
Donations of $2 or more to registered charities	☐	☐
Entertainment expenses	☐	☐
Expenses of establishing, expanding, merging or liquidating the entity incurred during the year	☐	☐
Fringe benefits tax paid (please provide the FBT return lodged)	☐	☐
Interest on loans	☐	☐
Leasing expenses for motor vehicles, premises and equipment	☐	☐
Legal expenses	☐	☐
Lump sum payments (including retirement and redundancy)	☐	☐
Motor vehicle expenses	☐	☐
Prepayments	☐	☐
Professional subscriptions and journals	☐	☐
Rates, land tax and insurance premiums	☐	☐
Repairs and maintenance	☐	☐
Research and development activities and expenses	☐	☐
Royalties paid	☐	☐
Salaries paid, including fringe benefits (please provide STP finalisation / income statements)	☐	☐
Superannuation contributions for directors	☐	☐
Superannuation contributions for employees	☐	☐
Tax, accounting and audit fees paid	☐	☐

Assets purchased, including date of purchase and amount	☐	☐
Travel expenses (include travel diaries)	☐	☐

BALANCE SHEET – ASSETS	Provided	N/A
Asset register detailing depreciable assets bought, sold or scrapped during the year	☐	☐
Bank statements	☐	☐
Cheque book butts and deposit books	☐	☐
Confirmations for any units in managed funds purchased	☐	☐
Contract notes and settlement statements for any shares purchased	☐	☐
Details of any other investments purchased	☐	☐
Capital assets purchased during the year	☐	☐
Leases entered into and terminated during the year	☐	☐
Loans, payments, forgiveness of debts, or use of assets provided to shareholders or their associates	☐	☐
Work in progress at 30 June 20__	☐	☐
Listing of trade debtors with amounts outstanding	☐	☐
Value of stock at 30 June 20__ (and basis of valuation)	☐	☐

BALANCE SHEET – LIABILITIES	Provided	N/A
Accrued expenses (e.g. audit fees and bonuses) and unearned revenue	☐	☐
Details of all loans	☐	☐
Listing of trade creditors with amounts owing	☐	☐
Provisions for long service leave and annual leave	☐	☐
Lender statements showing opening and closing balances of existing loans for the financial year	☐	☐

BALANCE SHEET – EQUITY	Provided	N/A
Details of any changes to shareholding	☐	☐
Details of loans from shareholders or partners	☐	☐
Details of any increase or decrease to reserves	☐	☐

ADDITIONAL INFORMATION – COMPANY	Provided	N/A
Loans, payments, debt forgiveness or use of assets given to shareholders or their associates (private company)	☐	☐
Auditor's report (if applicable)	☐	☐
Instalment activity statements and/or business activity statements lodged for the income year	☐	☐
Minutes of company meetings	☐	☐
If in doubt about any income or expense, bring the documents in with you	☐	☐
Any other information you think is relevant	☐	☐

ADDITIONAL INFORMATION – TRUST	Provided	N/A
Unpaid present entitlements to a corporate beneficiary that is an associate of the trust	☐	☐
Instalment activity statements and/or business activity statements lodged for the income year	☐	☐
Minutes of trust meetings, in particular distribution resolutions	☐	☐
Copy of the trust deed, if not already supplied	☐	☐
Details of any units redeemed or issued during the year (unit trust)	☐	☐
Details of any unpaid present entitlements to beneficiaries	☐	☐
If the trust deed was amended during the year, details of the amendment	☐	☐
If in doubt about any income or expense, bring the documents in with you	☐	☐

ADDITIONAL INFORMATION – PARTNERSHIP	Yes	No
Instalment activity statements and/or business activity statements lodged for the income year	☐	☐
Minutes of partnership meetings	☐	☐
Copy of the partnership agreement	☐	☐
If the partnership was restructured during the year, details of the restructure	☐	☐

If you have any doubt about any income or expenses the entity has received or incurred, bring the documents in with you or call us on 1300 661 380.