

## Small Business Tax Checklist

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When you come in to see us at tax time, please bring the following items to assist us in completing your tax return quickly.

### Income

#### Income from sales and/or the provision of services

- Accounting/Software Files
- Reconciled cashbook including drawings taken from the business before banking
- Bank statements indicating the nature of each deposit

#### Banks, building societies, investments and term deposit accounts

- Bank statements with total interest received
- Dividend statements received

#### Assessable Government & Other Payments

- Details of any assessable Government Industry Payments (e.g. JobKeeper)

#### Other Income

- Bank statements, receipts, invoices, cash book records of any other income

### Investment Properties

#### Investment Property Information

- Statements of rental income received
- Details of expenditure incurred
- Purchase Settlement Statements and contracts of rental properties

#### For New Investment Properties

- Date the Property was first available to rent
- Date the Property was built
- Depreciable Items (E.g. Air conditioning, Hot Water System, Stove)
- Quantity Surveyor Report

### Capital Acquisitions & Disposals

#### For Any Business Assets

- Copy of Contract and Settlement Statements for assets purchased or sold (E.g. Shares)
- List of all business assets showing date of purchase, price, description, hire purchase and lease details
- Details of any repairs or maintenance to business assets during the tax year
- Dates and values of plant and equipment sales

### Expenses

#### Expenses incurred from sales and/or the provision of services

- Evidence of expenses which you think might be deductible, such as cheque butts, receipts, bank statements etc.
- Details of income protection insurance paid
- Details of personal superannuation contributions

#### Business Loans

- Statements for all loans owing by the business, showing an end of financial year balance and interest paid (bank loans, equipment loans etc.)

#### Employees

- Annual reconciliation for salaries and wages and Single Touch Payroll
- Information relating to super contributions made for each employee and director

#### Motor Vehicle & Travel Expenses

- Make and Model of motor vehicle
- Travel diary or log book
- Evidence of motor vehicle expenses such as fuel, repairs, registration and insurance
- Odometer readings for the first and last date of the financial year

### Other Information

- Value of Closing Stock on hand at end of financial year
- Value of Work in Progress at end of financial year
- Debtor and Creditor details at end of financial year
- Personal income tax/investment details (refer to Individual Tax Return Checklist)

### New Clients

- Last year's Income Tax Assessment
- Last year's Tax Return and Financial Statements
- Previous year's Accounting Fees
- Bank account details (Bank account name, number and BSB)