



Small Business tax documentation checklist



This checklist is designed to help you compile all relevant documentation for your tax appointment.

Income ✓	
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 statments with total interest received	☐
Dividend statements received	☐
Assessable government and other payments	
Details of any assessable government industry payments (eg JobKeeper)	☐
Other income	
Bank statements, receipts, invoices, cash book records of any other income	☐
Investment properties ✓	
Statements of rental income received	☐
Details of expenditure incurred	☐
Purchase settlement statements and contracts of rental properties	☐



New investment properties		✓
Date the property was first available to rent		☐
Date the property was built		☐
Depreciable items (eg air conditioning, hot water system, stove)		☐
Quantity surveyor report		☐
Capital acquisitions and disposals		✓
For any business assets		
Copy of contract and settlement statements for assets purchased or sold (eg 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 and 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)	☐