



# Small Business tax documentation checklist



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

Income	✓
Accounting/software file	<input type="radio"/>
Reconciled cashbook including drawings taken from the business before banking	<input type="radio"/>
Bank statements indicating the nature of each deposit	<input type="radio"/>
<b>Banks, building societies, investments and term deposit accounts</b>	
Bank statements with total interest received	<input type="radio"/>
Dividend statements received	<input type="radio"/>
<b>Assessable government and other payments</b>	
Details of any assessable government industry payments	<input type="radio"/>
<b>Other income</b>	
Bank statements, receipts, invoices, cash book records of any other income	<input type="radio"/>
Investment properties	✓
Statements of rental income received	<input type="radio"/>
Details of expenditure incurred	<input type="radio"/>
Investment property purchase contract and settlement statements	<input type="radio"/>



**New investment properties** ✓

Date the property was first available to rent	<input type="radio"/>
Date the property was built	<input type="radio"/>
Depreciable items (eg air conditioning, hot water system, stove)	<input type="radio"/>
Quantity surveyor report	<input type="radio"/>

**Capital acquisitions and disposals** ✓

<b>For any business assets</b>	
Copy of contract and settlement statements for assets purchased or sold (eg shares)	<input type="radio"/>
List of all business assets showing date of purchase, price, description, hire purchase and lease details	<input type="radio"/>
Details of any repairs or maintenance to business assets during the tax year	<input type="radio"/>
Dates and values of plant and equipment sales	<input type="radio"/>

**Expenses** ✓

<b>Expenses incurred from sales and/or the provision of services</b>	
Evidence of expenses which you think might be deductible, such as cheque butts, receipts, bank statements, etc	<input type="radio"/>
Income protection premium (annual summary showing tax deductible premiums paid)	<input type="radio"/>
Details of personal superannuation contributions (including notice of intent to claim and super fund acknowledgement letter)	<input type="radio"/>



<b>Business loans</b>	
Statements for all loans owing by the business, showing an end of financial year balance and interest paid (bank loans, equipment loans, etc)	<input type="radio"/>
<b>Employees</b>	
Annual reconciliation for salaries and wages and Single Touch Payroll	<input type="radio"/>
Information relating to super contributions made for each employee and director	<input type="radio"/>
<b>Motor vehicle and travel expenses</b>	
Make and model of motor vehicle	<input type="radio"/>
Travel diary or log book	<input type="radio"/>
Evidence of motor vehicle expenses such as fuel, repairs, registration and insurance	<input type="radio"/>
Odometer readings for the first and last date of the financial year	<input type="radio"/>
<b>Other information</b>	<input checked="" type="checkbox"/>
Value of closing stock on hand at end of financial year	<input type="radio"/>
Value of work in progress at end of financial year	<input type="radio"/>
Debtor and creditor details at end of financial year	<input type="radio"/>
Personal income tax/investment details (refer to Individual Tax Return Checklist)	<input type="radio"/>
<b>New clients</b>	<input checked="" type="checkbox"/>
Last year's Income Tax Assessment	<input type="radio"/>
Last year's tax return and financial statements	<input type="radio"/>
Previous year's accounting fees	<input type="radio"/>
Bank account details (bank account name, number and BSB)	<input type="radio"/>