

# Small Business Tax Return Checklist

When you come to see us at tax time, please bring with you the following information to assist us to complete your return.

## Income

- Bank statements showing income
- Debtor balance at financial year end

## Banks, Investments and Term Deposit Accounts

- Total interest received

## Share Trading Statements

- Provide details of shares bought, sold and held
- Details of any dividends received

## Disposal of Plant & Equipment

- Date and consideration received

## Capital Gains

- Details of any assets acquired on or after 20/09/1985 that were sold
- Details of any additions/improvements to assets

## Assessable Government Industry Payments

- Details of any Government Industry Payments received

## Other Income

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

## Loan Expenses

- Statements for all loans owing by the business with end of financial year balances and interest paid

## Employees and subcontractors

- Copies of PAYG Payment Summaries and Return To Work SA Reconciliation
- Copy of Taxable Payment Report
- Superannuation contributions made

## Insurance Cover

- Policy details including premiums paid and type of cover

## Software

- File backup and password

## Asset Register

- List of newly acquired assets including date of purchase, price, lease arrangement
- Review prior year depreciation schedule for sold or written off items

## Petty Cash

- Petty cash summary, expense items

## Travel Expenses

- Travel diary for overnight trips over 5 nights

## Motor Vehicle used for business

- Expenses for fuels, registration, insurance, repairs, tyres
- Log books for each vehicle
- Odometer reading at financial year end
- Total business kms for the year

## Other expenses

- Advertising
- Telephone & Internet (business use)
- Computer expenses
- Commissions paid
- Professional fees
- Office supplies
- Rent paid & rental expenses
- Home office expenses – 4 week log
- Repairs & maintenance
- Other expenses that may be deductible for your business

## Other items

- Value of closing stock and stocktake at end of financial year
- Personal income and investment income details
- Spouse income and investment income details
- Details of income from other sources (trusts and/or partnerships)

## APPOINTMENT

Office: \_\_\_\_\_ Date: \_\_\_\_\_

Day: \_\_\_\_\_ Time: \_\_\_\_\_

**Call us today on 8389 3385**

