

2020 TAX RETURN CHECKLIST
Individual with ABN (Small Business)

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|-----------------------|------------|----------------------|--|
| Legal name | | | |
| Postal address | | | |
| Date of birth | | ABN | |
| Mobile number | | Email address | |
| Bank details | BSB | Account | |

What was your main **business activity** during the year?

| Recordkeeping | YES | NO | N/A |
|----------------------|------------|-----------|------------|
|----------------------|------------|-----------|------------|

| | | | |
|---|--|--|--|
| Provide a backup of your accounting file . | | | |
|---|--|--|--|

| Name of program | Version number | Password |
|------------------------|-----------------------|-----------------|
| | | |

| | | | |
|--|--|--|--|
| Provide GTS advisor access to your online accounting file . | | | |
|--|--|--|--|

- o Xero: admin@generaltax.com.au
- o QBO: admin@generaltax.com.au
- o MYOB: graham@generaltax.com.au

| | | | |
|---|--|--|--|
| Provide a cashbook summary of revenue items and expenses if not using an accounting package (soft copy preferred (i.e. Excel, Numbers)). | | | |
|---|--|--|--|

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| Provide copies of each BAS submitted to the ATO. | | | |
|---|--|--|--|

| Business accounts and business loans |
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| Provide copies of bank statements for all bank accounts showing 30/06/2020. | | | |
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| Provide copies of bank statements for all business loans showing 30/06/2020. | | | |
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| Assets |
|---------------|
|---------------|

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| Provide details of stock on hand as at 30/06/2020. | | | |
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| Provide details for any assets purchased during the year (>\$6,500). | | | |
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| Provide details for any assets sold during the year. | | | |
|---|--|--|--|

| Expenses | YES | NO | N/A |
|---|-----|----|-----|
| Please supply a list of trade creditors as at 30/06/2020. | | | |
| Provide copies of credit card statements up to and including 30/06/2020. | | | |
| Provide support for all major expenses allocated to repairs and maintenance. | | | |

| Motor vehicle | YES | NO | N/A |
|---|-----|----|-----|
| If motor vehicle is being claimed for business related travel, we require: | | | |
| Provide logbook percentage (if applicable), or | | | |
| Provide number of kilometres travelled . | | | |

| Accounts receivable | YES | NO | N/A |
|---|-----|----|-----|
| Supply a list of trade debtors as at 30/06/2020. | | | |
| Provide a list of bad debts written off / to be written off. | | | |

| Payroll | YES | NO | N/A |
|---|-----|----|-----|
| Provide wages reconciliation as at 30/06/2020. | | | |
| Provide copies of any income statements / PAYG payment summaries issued. | | | |
| Provide confirmation of paid employee superannuation contributions . | | | |
| Provide details of any personal superannuation contributions made. | | | |

| Finance / lease / hire purchase agreements | YES | NO | N/A |
|---|-----|----|-----|
| Provide copies of any agreements entered into during the year. | | | |
| Provide details for any agreements paid out during the year. | | | |
| Provide details for any agreements refinanced during the year. | | | |

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| Do you have any notes or comments for your accountant? | | | |
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