

2021 TAX RETURN CHECKLIST

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

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

Recordkeeping

Provide a backup of your **accounting file**.

Yes No N/A

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

Provide GTS advisor access to your **online accounting file**.

Yes No N/A

Xero - Invite Graham Robinson via graham@generaltax.com.au
 QuickBooks - Invite Graham Robinson via admin@generaltax.com.au
 MYOB - Invite Graham Robinson via graham@generaltax.com.au

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

Yes No N/A

Provide copies of each **BAS** submitted to the ATO.

Yes No N/A

Business accounts and business loans

Provide copies of bank statements for all **bank accounts** showing 30/06/2020.

Yes No N/A

Provide copies of bank statements for all **business loans** showing 30/06/2020.

Yes No N/A

Assets

Provide details of **stock on hand** as at 30/06/2020.

Yes No N/A

Provide details for any assets **purchased** during the year (>\$6,500).

Yes No N/A

Provide details for any assets **sold** during the year.

Yes No N/A

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

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

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

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

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

| | | | |
|---|-----|----|-----|
| Do you have any notes or comments for your accountant? | Yes | No | N/A |
|---|-----|----|-----|