



Business Checklist

To complete your Business Accounts and Income Tax Return, please complete the following fact sheet “in full” and forward it to our office along with your source documents.

Subject to the timely receipt of all the necessary information, your accounts and tax return will be completed in approximately 3-4 weeks.

ENTITY DETAILS

	Entity 1	Entity 2
Entity type (e.g. company, trust, partnership)		
Entity name (legal name)		
Trustee(s) name		
Registered trading name		
Tax File Number (TFN)		
Australian Business Number (ABN)		
Australian Company Number (ACN)		
Business address		
Best contact person		
Phone number		
Email		

OTHER DETAILS:

- Please forward along with this sheet the following documents:
 - Most recent set of financial statements (NEW CLIENTS ONLY)
 - Most recent tax return lodged (NEW CLIENTS ONLY)

INFORMATION REQUIRED

MYOB USED

1. Copy of MYOB data file for the period (reconciled at year end).
2. Copy of all business bank account statements showing balance at year end.
3. Copy of all business loan account statements showing balance at year end.

MYOB NOT USED

1. Copy of all business bank account statements for the period.
2. Copy of all business loan account statements for the period.
3. Details of all deposits and withdrawals from business bank/loan accounts for the period.
4. Details of business income received during the period but not deposited to any of the business bank accounts.
5. Details of business expenses paid during the period but not paid from any of the business bank accounts.
6. Details of unrepresented cheque payments at year end.
7. Details of undeposited cheque receipts at year end.
8. Details of trade debtors (i.e. accounts receivable) at year end.
9. Details of trade creditors (i.e. accounts payable) at year end.

OTHER

1. Stock on hand at year end (at cost).
2. Details of private portion of business expenses (e.g. stock, electricity, motor vehicle (copy of log book required), gas, telephone, computer expenses, etc).
3. Copy of PAYG Payment Summary Statement and each employee's PAYG Payment Summary for the period.
4. Copy of tax invoice for any assets acquired during the period.
5. Copy of finance documentation for any assets acquired via finance.