

Business tax return checklist

If you have engaged us for the first time

- Copy of the business's last tax return and financial statements including depreciation schedules
- Former accountant's details
- Corporate files
 - Trust folder including minutes, trust deed, trustee consent, beneficiary information etc.
 - Company folder including minutes, director consent, shareholder information, constitution etc.
- TFN
- ABN
- ACN

Family information

- Personal tax return information see the **individual checklist** under the "Checklist" tab at www.btatax.com.au
- Spouse/children income & investment details if still dependents

Self preparers of BAS & accounts

- Electronic record keeping – please provide backup of relevant software. MYOB, Cashflow Manager, Excel spreadsheet, Xero.
 - Software version
 - Password if applicable
- Paper record keeping – please provide cash book
- Trusts & companies please provide all bank statements (including loan and credit card) for full financial year - 01 July to 30 June.

We prepare your BAS throughout year

- We should have most of your business information that we require. Please see the **individual checklist** under the "Checklist" tab at www.btatax.com.au for what we might need to prepare your individual return.

We prepare your financials

- Evidence of income received – see notes below (bank statements and/or invoices)
- Documentation for business related expenses (E.g. bank statements are sufficient)
 - Motor vehicle
 - Fuel
 - Repairs
 - Insurance
 - Registration
 - RACQ membership
 - Purchase tax invoice
 - Finance contract
 - Tolls & parking
 - Materials & supplies
 - Internet
 - Mobile
 - Home phone
 - Accounting
 - Advertising
 - Bank fees
 - Freight & postage
 - Cleaning, dump fees, rubbish removal
 - Commissions paid
 - Contractor payments
 - Donations
 - Tools & equipment purchases & sales
 - Electricity – working from home
 - Equipment hire
 - Insurances
 - Professional indemnity
 - Income protection
 - Business
 - Public liability
 - Interest paid on bank accounts & credit cards
 - Repairs & maintenance
 - Postage
 - Printing & stationery
 - Rent
 - Employee wages
 - Super
 - Work related overnight travel – meals & accommodation
- Trusts & companies please provide all bank statements (including loan & credit card) for full financial year - 01 July to 30 June.

Our preference is for businesses to use software. There are many software options available which vary in price from \$20/month to \$100/month depending on your requirements. We support Xero, Sage One, Intuit Quickbooks, and the various MYOB products. Please contact us regarding your software requirements and we may be able to suggest an appropriate option.