

### Business Tax Checklist

We would like to ensure that all your details are correct on our systems. Please complete the following details.

#### PERSONAL INFORMATION

Year ended 30 June.....

Name

Home Address

Postal Address

Business Address

Business Phone

Home Phone

Mobile Phone

Fax

Email  
(please provide a separate  
email for each person)

**The ATO require all refunds to be paid via EFT. Please provide your bank account details.**

**Bank Account details #1**

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Account Holder's Name: \_\_\_\_\_

**Bank Account details #2**

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Account Holder's Name: \_\_\_\_\_

#### PRIVATE & CONFIDENTIAL

Ph: 1300 881 772 – Fax: (03) 9923 6642 – Email: [ross@guardianaccounting.com](mailto:ross@guardianaccounting.com)  
Postal: PO Box 406, Wangaratta, Vic, 3676 –

## Business Tax Checklist

Please tick the items on this checklist that apply to your business during the financial year.  
And provide the supporting information separately.

<b>SOURCE DOCUMENTS</b>	<b>YES</b>	<b>N/A</b>
<b>Computerised Bookkeeping – Please provide the following items:</b> - Backup of your computer accounting file on USB/Email/CD/Dropbox (floppy disks not acceptable) - Please circle which accounting program you use: MYOB / Quickbooks / Xero / Excel / Other (please give details) _____ - Please provide the program version: - <b>Please provide the program USER ID &amp; PASSWORD (if applicable):</b>  - Bank statements for all business bank and loan accounts & credit cards	<input type="checkbox"/>        <input type="checkbox"/>     <input type="checkbox"/>	<input type="checkbox"/>        <input type="checkbox"/>     <input type="checkbox"/>
<b>Manual Bookkeeping – Please provide the following items:</b> - Manual cashbook / journal book - Bank deposit & Cheque books - Bank statements for all bank and loan accounts & credit cards - Payroll & wage books	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>INVESTMENTS</b>	<b>YES</b>	<b>N/A</b>
Please select the investments <b>ACQUIRED</b> during the year: - Investment property - Shares - Managed Funds - Other Investments _____ <i>Please provide purchase contracts &amp; settlement statements or details of the date &amp; cost of the investment</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please select the investments <b>SOLD</b> during the year: - Investment property - Shares - Managed Funds - Other Investments _____ <i>Please provide sale contracts &amp; settlement statements or details of the date &amp; proceeds of the investment</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please select the <b>INVESTMENT INCOME</b> received during the year: - Share dividends (please provide dividend statements) - Managed fund distributions (please provide Annual Tax Statement) - Bank Interest (all accounts including children’s) - Rent (please provide agent statements & details of all expenditure & interest) - Other Investment Income _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>SUNDRY INCOME</b>	<b>YES</b>	<b>N/A</b>
- Please supply <b>PAYG Payment Summaries</b> for <b>Employment</b> income earned outside of the business. - Please supply <b>PAYG Payment Summaries</b> for <b>Centrelink</b> income. - Did you receive <b>any other income?</b> (ie; Farm Management Deposit withdrawals, Life Insurance Bonuses, Overseas Superannuation Pension, Inheritance, etc)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>STOCKTAKE</b>	<b>YES</b>	<b>N/A</b>
Please provide a quantity &/or value for Stock on Hand as at 30 <sup>th</sup> June <div style="display: flex; justify-content: space-around; margin-left: 100px;"> <span><u>Qty</u></span> <span><u>Value \$</u></span> </div> Cattle Sheep Other Livestock Grain Retail Stock/Inventory Other Stock/Inventory	<input type="checkbox"/>	<input type="checkbox"/>

<b>LOANS / LEASES / HIRE PURCHASE</b>	<b>YES</b>	<b>N/A</b>
Please provide copies of documents for any new: - Chattel Mortgage - Commercial Loan - Equipment/Vehicle Loan - Lease - Hire Purchase - Other Finance Has any <b>FINANCE</b> been <b>PAID OUT</b> during the year?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>BUSINESS ASSETS</b>	<b>YES</b>	<b>N/A</b>
Did you <b>purchase Land</b> or other <b>Business Property</b> during the year? (if yes, have you provided the purchase contract)	<input type="checkbox"/>	<input type="checkbox"/>
Did you <b>purchase Plant, Equipment, Machinery or Vehicles</b> during the year? (if yes, have you provided the purchase details, including <b>details of any trade-in</b> )	<input type="checkbox"/>	<input type="checkbox"/>
Did you <b>sell Land</b> or other <b>Business Property</b> during the year? (if yes, have you provided the sale contract, and other relevant information)	<input type="checkbox"/>	<input type="checkbox"/>
Did you <b>sell Plant, Equipment, Machinery or Vehicles</b> during the year? (if yes, have you provided the details)	<input type="checkbox"/>	<input type="checkbox"/>
Have any of your <b>business assets changed</b> : ie; scrapped, written off, taken for personal use, traded in?	<input type="checkbox"/>	<input type="checkbox"/>
<b>MOTOR VEHICLES</b>	<b>YES</b>	<b>N/A</b>
Please provide details of <b>all motor vehicles</b> owned during the year. <b>Make &amp; Model</b> <b>Engine Size</b> <b>Km Travelled</b> <b>Logbook Business %</b>	<input type="checkbox"/>	<input type="checkbox"/>
_____		
_____		
_____		
<b>SUPERANNUATION</b>	<b>YES</b>	<b>N/A</b>
Have you <b>made any Personal Superannuation Contributions</b> to a Superannuation Fund that you wish to <b>claim a tax deduction</b> for? Super Fund Name: Account Number: Contribution Amount: Have you <b>notified the Super Fund</b> that you intend to <b>claim a tax deduction</b> for the contributions, and they have <b>replied with confirmation</b> ?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>PRIVATE HEALTH INSURANCE</b>	<b>YES</b>	<b>N/A</b>
Did you have Private Health Insurance (Hospital cover) during the year? Please provide your Annual Health Fund Tax Statement	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b>FAMILY DETAILS</b>	<b>YES</b>	<b>N/A</b>
Please provide <b>names &amp; date of birth</b> for all <b>dependent children</b> :  Please provide your <b>spouse's name &amp; date of birth</b> :  Have you been receiving <b>fortnightly Family Tax Benefit</b> payments from <b>Centrelink</b> ? If yes, what were your <b>Income Estimates</b> , as provided to Centrelink?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>OTHER INFORMATION</b>	<b>YES</b>	<b>N/A</b>
Is there any <b>other information</b> that <b>you feel</b> we should <b>be aware of</b> ? (if yes, please provide details separately)	<input type="checkbox"/>	<input type="checkbox"/>