2016 Company, Trust or Partnership Tax Return Checklist

Name of taxpayer:

Address:

Preferred contact no.:

| **Information** | **Information provided** | **Not applicable** |
| --- | --- | --- |
| **Income** |  |  |
| Accounting information, including trial balance, profit and loss, and balance sheet | [ ]  | [ ]  |
| Asset register detailing depreciable assets bought and sold or scrapped during the year | [ ]  | [ ]  |
| Cashbook (if maintained) | [ ]  | [ ]  |
| Copies of sell notes and settlement statements for shares sold (and original contract notes and settlement statements if possible) | [ ]  | [ ]  |
| Copies of sell notes for units in managed funds sold (and original purchase notes if possible) | [ ]  | [ ]  |
| Details of any other income such as rental income | [ ]  | [ ]  |
| Details of any other investment income | [ ]  | [ ]  |
| Details of any subsidies, grants and payments received | [ ]  | [ ]  |
| Details of interest and repayments received from shareholders  | [ ]  | [ ]  |
| Details of proceeds from disposal of capital assets | [ ]  | [ ]  |
| Managed funds distribution statements, annual tax statements and capital gains statements | [ ]  | [ ]  |
| Dividend statements | [ ]  | [ ]  |
| **Deductions** |  |  |
| Details of advertising and marketing expenses | [ ]  | [ ]  |
| Details of bad debts actually written off during the year  | [ ]  | [ ]  |
| Details of bonuses and commissions paid to employees | [ ]  | [ ]  |
| Details of bonuses and commissions paid to external parties | [ ]  | [ ]  |
| Details of bonuses paid to directors | [ ]  | [ ]  |
| Details of borrowing costs for new loans entered into during the year | [ ]  | [ ]  |
| Details of directors’ fees  | [ ]  | [ ]  |
| Details of donations of $2 and over to registered charities | [ ]  | [ ]  |
| Details of entertainment expenses  | [ ]  | [ ]  |
| Details of expenses incurred during the year that were associated with establishing, expanding, merging or liquidating the entity | [ ]  | [ ]  |
| Details of fringe benefits tax (FBT) paid (and a copy of the FBT return lodged) | [ ]  | [ ]  |
| Details of interest on loans | [ ]  | [ ]  |
| Details of lease expenses for motor vehicles, premises and equipment | [ ]  | [ ]  |
| Details of legal expenses | [ ]  | [ ]  |
| Details of lump sum payments (including for retirement and redundancy) | [ ]  | [ ]  |
| Details of motor vehicle expenses  | [ ]  | [ ]  |
| Details of prepayments | [ ]  | [ ]  |
| Details of professional subscriptions and journals | [ ]  | [ ]  |
| Details of rates, land taxes and insurance premiums | [ ]  | [ ]  |
| Details of repairs and maintenance  | [ ]  | [ ]  |
| Details of research and development activities and expenses | [ ]  | [ ]  |
| Details of royalties paid | [ ]  | [ ]  |
| Details of salaries paid, including fringe benefits (provide PAYG summaries) | [ ]  | [ ]  |
| Details of superannuation contributions for directors | [ ]  | [ ]  |
| Details of superannuation contributions for employees | [ ]  | [ ]  |
| Details of tax, and accounting and audit fees paid | [ ]  | [ ]  |
| Details of any assets purchased, including date of purchase and amount  | [ ]  | [ ]  |
| Details of travel expenses (provide travel diaries) | [ ]  | [ ]  |
| **Balance sheet – assets** |  |  |
| Asset register detailing depreciable assets bought and sold or scrapped during the year | [ ]  | [ ]  |
| Bank statements | [ ]  | [ ]  |
| Cheque book butts and deposit books | [ ]  | [ ]  |
| Copies of confirmation for any units in managed funds purchased | [ ]  | [ ]  |
| Copies of contract notes and settlement statements for any shares purchased | [ ]  | [ ]  |
| Details of any other investments purchased | [ ]  | [ ]  |
| Details of capital assets purchased during the year | [ ]  | [ ]  |
| Details of leases entered into and terminated during the year | [ ]  | [ ]  |
| Details of loans, payments, forgiveness of debts, or provision for use of assets to shareholders or their associates | [ ]  | [ ]  |
| Details of work-in-progress | [ ]  | [ ]  |
| Listing of trade debtors with amounts outstanding | [ ]  | [ ]  |
| Value of stock as at 30 June 2015 (and basis of valuation) | [ ]  | [ ]  |
| **Balance sheet – liabilities** |  |  |
| Accrued expenses (eg audit fees and bonuses) and unearned revenue | [ ]  | [ ]  |
| Details of all loans  | [ ]  | [ ]  |
| Listing of trade creditors with amounts owing | [ ]  | [ ]  |
| Provisions for long service leave and annual leave | [ ]  | [ ]  |
| Statements from lending authorities detailing the opening and closing balances of existing loans during the financial year | [ ]  | [ ]  |
| **Balance sheet – equity** |  |  |
| Details of any changes to shareholding | [ ]  | [ ]  |
| Details of loans from shareholders or partners | [ ]  | [ ]  |
| Details of any increase or decrease to reserves | [ ]  | [ ]  |
| **Additional information – company** |  |  |
| Loans, payments, debt forgiveness, or use of assets given to shareholders or associates of the shareholders, if private company | [ ]  | [ ]  |
| Auditor’s report (if applicable) | [ ]  | [ ]  |
| Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year | [ ]  | [ ]  |
| Copies of minutes of company meetings | [ ]  | [ ]  |
| Details of any share buy-backs or share cancellations | [ ]  | [ ]  |
| **Additional information – trust** |  |  |
| Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year | [ ]  | [ ]  |
| Copies of minutes of trustee meetings, in particular distribution resolutions | [ ]  | [ ]  |
| Copy of trust deed or any amendments during year, if not already supplied | [ ]  | [ ]  |
| Details of any units redeemed or issued during the year (for a unit trust) | [ ]  | [ ]  |
| Details of any unpaid present entitlements to beneficiaries or associate private companies | [ ]  | [ ]  |
| Details of any elections eg family trust election, interposed entity election | [ ]  | [ ]  |
| If closely held trust, any relevant notices eg tax file number (TFN) report, trustee beneficiary (TB) statement | [ ]  | [ ]  |
| **Additional information – partnership** |  |  |
| Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year | [ ]  | [ ]  |
| Copies of minutes of partnership meetings | [ ]  | [ ]  |
| Copy of partnership agreement  | [ ]  | [ ]  |
| If the partnership was restructured during the year, please provide details | [ ]  | [ ]  |
| **Additional information – all entities** |  |  |
| If you have any doubt about any income or expenses that the entity has received or incurred, bring the documents in with you | [ ]  | [ ]  |
| Any other information that you think is relevant | [ ]  | [ ]  |