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 |  |  |