Titanium Accountants

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Business Income Tax Return Checklist

(Sole Trader, Company, Trust)

Entity Name ________________________________

Entity ABN ________________________________

Entity TFN ________________________________

Please note, if you are using cloud based software such as Xero or MYOB, feel free to contact us about adding us as an advisor so that we can view your file online.

Prior Year (for new clients only)

- ☐ Prior year financial report & income tax return (if available)
- ☐ Prior year working papers (if available)
- ☐ Prior year accountancy fees

General

- ☐ Detailed general ledger for full financial year (if using accounting software)
- ☐ June bank statement showing the bank account balance at 30 June (if using accounting software, otherwise bank statements for the full financial year)
- ☐ Listing of debtors/creditors as at 30 June
- ☐ Value of closing stock on hand as at 30 June
- ☐ Details of cash income/expenses not deposited/withdrawn from entity's bank account
- ☐ Copies of PAYG payment summaries issued for current financial year

Plant & Equipment

- ☐ Details of assets purchased in financial year (brief description, date acquired, purchase price)
- ☐ Details of assets sold in financial year (brief description, date sold, sale price)

Investments

- ☐ Annual real estate agent summary statement (if leased through an agent)
- ☐ Buy contract notes for any new investments in the financial year
- ☐ Buy and sell contract notes for any investments sold in the financial year
- ☐ Dividend statements/annual tax distribution statements
- ☐ Portfolio valuation as at 30 June for the financial year (if available)
- ☐ Transaction statement for the financial year (if available)