

For your convenience a list of information required to complete your business accounts and income tax return is provided below. Prior to forwarding you tax information to me, please go through the list and check you have all the applicable information ready to complete your return. If required print the checklist and send it in with the supporting documents and other information.

1. Bank Statements, and if available, Bank Account Reconciliations
2. Loan and Mortgage Statements
3. Hire Purchase and lease agreements
4. PAYG Annual Summary
5. Debtors (people or entities that owe you money) and Creditors (people or entities you owe money to) listings
6. Superannuation Paid and Payable details
7. Stock on Hand
8. Details of any sales or acquisitions of capital (including assets, investments)
9. If you use an accounting program a trial balance, general ledger and copy of file on disk
10. If a farmer, livestock counts as at June 30 of that financial year (i.e. births, deaths, purchases, sales and the balance held at 30 June)