



Company, Trust or Partnership Tax Return Checklist

Information Required	Information Provided	Not Applicable
Income		
Accounting information, including trial balance, P&L and balance sheet – Quickbooks/MYOB/Excel/Xero etc.		
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 (include original contract notes and settlement statements if possible)		
Copies of sell notes for units in managed funds sold (include 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		



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Details of expenses associated with establishing, expanding, merging or liquidating the entity, that were incurred during the year		
Details of fringe benefits tax paid (please provide 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 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 (please 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 (include 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		



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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 2010 (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 the lending authority 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		
Addition 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		



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If you have any doubt about any income or expenses the company has received or incurred, bring the documents in with you		
Any other information that you think is relevant		
Additional Information – Trust		
Unpaid present entitlements to a corporate beneficiary who is an associate of the trust		
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year		
Copies of minutes of trust meetings, in particular distribution resolutions		
Copy of trust deed, 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		
If trust's deed was amended during the year, please provide details		
If you have any doubt about any income or expenses the trust has received or incurred, bring the documents in with you		
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		
If you have any doubt about any income or expenses the partnership has received or incurred, bring the documents in with you		