VISION
ACCOUNTING SOLUTIONS

TAX RETURN CHECKLIST – SOLE TRADER

Please check the following list. Bring along all relevant documentation to support in the preparation of your tax return

Personal:

- ☐ Tax File Number
- ☐ Drivers Licence
- ☐ ABN Number (if applicable)
- ☐ Medicare card

Income:

- ☐ Trading income (sales, fees, contract income, commissions)
- ☐ Refunds and rebates from suppliers
- ☐ Interest received (term deposit, cash management trust, bonus saver account, GST account etc.)
- ☐ Dividends received on shares and managed fund statements
- ☐ Rental Income
- ☐ Government payments (i.e. diesel fuel tax credits rebate, grants, subsidies, apprentice/trainee payments)
- ☐ Sale of asset proceeds and dates
- ☐ Insurance recoveries compensation payments
- ☐ Foreign income & foreign tax credits

Documentation:

- ☐ Back-up of computer bookkeeping file (eg. CFM, QuickBooks, MYOB etc.) Plus username and password
- ☐ If cloud based (i.e. Xero) please invite accountant to access file
- ☐ Manual cash book (i.e. money column or ledger book)
- ☐ Business bank account statements – Including cash management accounts
- ☐ Business loan bank statements
- ☐ Motor vehicle / equipment chattel mortgage
- ☐ Lease or hire purchase contracts
- ☐ Copies of tax invoices for new assets
- ☐ Copies of business activity statements
- ☐ Copy of staff PAYG withholding payment summaries and statement
- ☐ WorkCover remuneration certificate
- ☐ Debtors (receivables) and/or creditors (payables) at 30 June
- ☐ Value of closing stock at 30 June
- ☐ Work related travel and motor vehicle expenses (kms, logbook)
- ☐ Details of depreciable assets purchased or disposed during financial year including: date of acquisition & disposal, consideration paid & received.
- ☐ Bad debts or pre-paid expenses
- ☐ Superannuation fund intent to claim form
- ☐ Superannuation statements and records
- ☐ Home loan statements
- ☐ Income protection, life insurance renewal notices
- ☐ Sub-contracting payment including:
  Full name – address – ABN – Amount Paid – GST paid

PO BOX 1110, BROWNS PLAINS QLD 4118 14/3276 Mt Lindesay Highway, BROWNS PLAINS QLD 4118
Phone: 07) 3800 8855 Email: admin@visionaccounting.net.au
Website: www.visionaccountingsolutions.com.au
Registered Tax Agent: 70 730 004 ABN: 65 400 324 985