



Financial Year Business Tax Return Checklist

(To be completed by Business Owners who require a full set of Financial Statements)

Legal Name of Business

Trading Name (if different to above)

Business Structure: Sole Trader / Partnership / Trust / Company

Number of Business Activities

.....

Description of Main Business Activity

.....

Business Status (if applicable): Commenced / Ceased Date of Event: ____ / ____ / ____

Business Address

..... Preferred

Postal Address:

Telephone (W):(H):(M):.....

..... Email:

.....

Sole Trader/Partner/Trustee/Public Officer's Full Name:

.....

INCOME & EXPENSES STATEMENT

If YES, please provide details

P1. Did you earn Personal Services Income as a sole trader?

NO YES

P8. Business Income:

- Business Income where ABN not quoted NO YES \$
- Business Income from Voluntary Agreements NO YES \$
- Business Income from Labour Hire Arrangements NO YES \$
- Assessable Govt Industry payments NO YES \$
- All other income NO YES \$

Bank statements indicating the nature of each deposit and interest received

- Reconciled cash book including drawings taken from the business before banking
- Debtors listing for sales on credit
- Rental income received (prepare rental property schedule)
- Shares bought, sold and held throughout the income year (originals purchase price, date of purchase, date of sale, price on sale and costs associated with sale and purchase)
- Dividend Statements
- Details of disposal of any business property or plant (complete schedule below):

Asset Description	Purchase Date	Sale Date	Purchase Price	Sale Price or Nil if Scrapped

- Details of any of the active assets of the business (including shares in a company or trust carrying on an active business that you or your spouse control)

Do you have any carried forward capital losses NO YES \$

Business Expenses:

- Opening Stock as at 1 July NO YES \$
- Stock Purchases NO YES \$
- Closing Stock as at 30 June NO YES \$
- Livestock NO YES If no

move to next question, if yes enter following quantities

Sales..... Deaths..... Opening Stock..... Purchases..... Closing Stock..... Natural Increase

- Contractor, sub-contractor and commission expenses NO YES \$
- Superannuation expenses NO YES \$
- Bad debts NO YES \$
- Lease expenses NO YES \$
- Rent expenses NO YES \$
- Interest expenses NO YES \$
- Royalty expenses NO YES \$
- Depreciation expenses NO YES \$

* Provide a separate detailed list of all leased plant and motor vehicle/s and the leasing expenses for each item

* Provide details of any expenditure incurred such as rates and taxes, insurance, interest repayments, repairs etc

* Provide a list of all business assets showing date of purchase, description and purchase price, and if asset is under hire purchase or lease

OTHER BUSINESS AND PROFESSIONAL ITEMS

- P9. Did a company receive or transfer out any losses during the income year? NO YES * A loss schedule may need to be completed
- Did you conduct a business activity as a partner in a partnership or as a sole trader that resulted in a loss for that or any related business activities? NO YES * Be aware of the rules relating to the deferral of non-commercial business losses
- P11. Debtors at 30 June NO YES \$
- P12. Creditors at 30 June NO YES \$
- P14. Payments to associated persons and entities NO YES \$
* Provide information relating to any payments to related people or businesses, especially loans to family members or related businesses

OTHER ISSUES

1. Did you make any PAYG Instalments during the year? NO YES \$
2. Did you have any tax withheld from payments where an ABN has not been quoted NO YES \$
3. Did you have any trading stock that ceased to be trading stock without disposal (i.e. stock of own consumption or cessation of business) NO YES \$
4. If your business is a family trust, has the trust made or is the trust required to make a family trust election? NO YES * Provide details of the specified individual
5. Is the business registered for GST? NO YES * Provide copies of BAS's and IAS's lodged for the income year

I confirm that the above information is correct to the best of my knowledge and that where necessary I hold documentary evidence in support of my claims.

Dated the day of 20.....

.....
Signature of Taxpayer

.....
Name (print)