



2016 Business Income Taxation Return Checklist

IMPORTANT NOTE – WORKFLOW MANAGEMENT

(During peak period of July to December a turnaround time of 6 - 8 weeks is expected)

Please advise the following:

- a. Return required urgently? Yes No (refer b)
- b. Time required (please choose) 9-15 weeks 16 -24 weeks anytime prior to due date

Name:

Address:

Ph: **Wk:** **M:**

Email:

<p>Employees</p> <p><input type="checkbox"/> Copies of PAYG Payment Summaries and PAYG Summary Statement issued for the income year.</p> <p><input type="checkbox"/> Copy of workcover reconciliation.</p> <p>General Information (If not using BankLink or Xero)</p> <p><input type="checkbox"/> Reconciled MYOB / Quicken data file as at 30 June*</p> <p>If not using a computer program please provide:</p> <p><input type="checkbox"/> Reconciled cash book including drawings taken before banking.</p> <p>Stock on hand / Work in Progress</p> <p><input type="checkbox"/> Value of closing stock on hand at 30 June _____</p> <p><input type="checkbox"/> Value of work in progress at 30 June _____</p> <p>Government Industry Payments</p> <p><input type="checkbox"/> Details regarding any Government industry payments / registrations.</p>	<p>Plant and Equipment</p> <p><input type="checkbox"/> Details regarding all assets acquired (Description of asset /date acquired /purchase price).</p> <p><input type="checkbox"/> Details regarding all assets sold (Description of asset / date sold / sale price).</p> <p>Motor Vehicle</p> <p><input type="checkbox"/> Details regarding all motor vehicle related expenditure (i.e. fuel / registration / insurance / repairs).</p> <p><input type="checkbox"/> Log-book(s).</p> <p><input type="checkbox"/> Total kilometers travelled if claiming per/km (Including business km's).</p> <p><input type="checkbox"/> Copy of any new Hire Purchase / Leasing documents.</p> <p>New Clients</p> <p><input type="checkbox"/> Prior Year's Income Taxation Return and Financial Statements.</p>
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(* Please note we do not support MYOB earlier than v15 or Quickbooks prior to the 2005/06 version, please speak to our office in regards to upgrading to the current versions before providing your data file to us.)

