

Tax Return Checklist For Business



2018 TAX RETURNS

For the preparation of your 2018 Income Tax Returns;
PLEASE SUPPLY– BSB, ACCOUNT NUMBER & ACCOUNT NAME
PLEASE SUPPLY – Your current E-mail address

LIVESTOCK SCHEDULE



COULD YOU PLEASE RECORD YOUR LIVESTOCK NUMBERS AS AT 30 JUNE 2018 FOR TAXATION PURPOSES. THE FOLLOWING RECONCILIATION MAY ASSIST YOU. SEPARATE AND ATTACH WITH YOUR RECORDS.



	SHEEP	CATTLE	HORSES	PIGS	OTHER
Stock on Hand 01.07.17	_____	_____	_____	_____	_____
Purchases	_____	_____	_____	_____	_____
Natural Increase	_____	_____	_____	_____	_____
TOTAL "A"	=====	=====	=====	=====	=====
Sales	_____	_____	_____	_____	_____
Deaths	_____	_____	_____	_____	_____
Rations	_____	_____	_____	_____	_____
Stock on Hand 30.06.18	_____	_____	_____	_____	_____
TOTAL "B"	=====	=====	=====	=====	=====

(TOTAL "A" should equal TOTAL "B")

MOTOR VEHICLE SCHEDULE

MOTOR VEHICLE ODOMETER AS AT 30 JUNE 2018 _____ km

LOG BOOK DETAILS

Private _____ % or _____ km

Business _____ % or _____ km

TOTAL 100 % or _____ km

Date kept from _____ to _____

Tax Return Checklist For Business



- Backup of your computer program
- Password for your computer program
- Type of Computer program. Eg. Reckon
- Version of Computer Program. Eg. 2016
- Details of stock on hand obtained from your stocktake, OR livestock numbers as per the attached schedule
- Motor Vehicle Log Book and Odometer reading as at 30 June 2018 as per the attached schedule
- Travel Expenses
- Details of insurance policy including provider, premiums and amount covered
- Details of any repairs or maintenance made to business assets during the year
- Details of income and expenditure occurred for rental property
- Details of rent paid by business
- Copy of share statements showing shares purchased, sold or held
- Dividend statements
- Details of any assessable Government Industry Payments
- Any other income or expenses related to the business
- A list of Debtors and Creditors as at 30 June 2018
- PAYG Payment Summaries (formerly Group Certificates) for all employees issued to staff and sent to the Australian Taxation Office.
- Information relating to super contributions made for each employee and director
- Detail of any personal superannuation contributions that are eligible for the government co-contribution or that may be claimable as a deduction.
- Notice of Intent to Claim with letter of acceptance from your superannuation fund where you have made a contribution that is being claimed as a deduction.
- Copy of Bank Statements including credit card statement for the period 1 July 2017 – 30 June 2018
- Copy of Loan statements for the period 1 July 2017 – 30 June 2018
- Copy of invoices for any items of plant purchased during the year including:
 - Finance contracts
 - Details of trade in including invoice of sale item
- Copies of contracts and settlement statements for the buying/selling of capital gain assets
- Review your Depreciation Schedule for 2017 and advise any assets that have been disposed and/or no longer in use
- Information about payments to related parties e.g loans to family members
- Personal income tax/investment details
- Spouse/children income and investment details

Tax Return Checklist For Business



- Private Use:
 - Please complete details of Business & Private Use for the following;

	Business %	Private %
Home/Mobile Phone	_____	_____
Electricity	_____	_____
Internet	_____	_____
Motor Vehicle 1	_____	_____
Year of Log Book	_____	_____
Motor Vehicle 2	_____	_____
Year of Log Book	_____	_____