

Small Business Tax Checklist

When you come in to see us at tax-time, please bring in the following items to assist us in completing your tax return quickly.

Income

Income from sales and / or the provision of services

- Bank statements indicating the nature of each deposit
- Reconciled cash book including drawings taken from the business before banking
- Debtors listing

Banks, Building Societies, Investments and Term Deposit Accounts

- Calculate total interest received (provide bank statements)

Rental Properties

- Provide details of rental income received

Share Trading Statements

- Provide details of shares bought, sold and held (Include purchase price, date of purchase, date of sale, price on sale and costs associated with sale and purchase, such as brokerage and stamp duty)
- Provide details of any dividends received

Disposal of Plant and Property

- Provide asset description
- Date of purchase, date of sale, purchase price and sale price or nil if disregarded

Capital Gains

- Details on any other personal or business use assets, acquired since 19/09/85 that were sold in the tax year
- Details of additions/improvements to assets

Assessable Government Industry Payments

- Details of any Government Industry Payments received

Other Income

- Bank statements, receipts, invoices or cash book records of any other income

Annual Turnover

- Calculate annual turnover. Provide any details as necessary

Expenses

Loans

- Statements for all loans owing by the business, with an end of financial year balance and interest paid

Employees

- Copies of payment summaries and annual reconciliation statements for salary and wages
- Information about contributions on employees behalf relating to superannuation