

**2022 COMPANY, TRUST OR PARTNERSHIP
TAX RETURN CHECKLIST**



Name of taxpayer:

Address:

Preferred contact no.

Email:

PLEASE ADVISE ANY CHANGE OF NAME, ADDRESS OR CONTACT NUMBERS THAT HAVE OCCURRED DURING THE YEAR.

(Live Access/Email/USB of current MYOB/Xero/Reckon file fully reconciled to 30/6/22)

Information	Provided	N/A
<p>Income</p> <p>Accounting information, including trial balance, profit and loss, and balance sheet</p> <p>Asset register detailing depreciable assets bought and sold or scrapped during the income year</p> <p>Cashbook (if maintained)</p> <p>Copies of sell notes and settlement statements for shares sold (and original contract notes and settlement statements if possible)</p> <p>Copies of sell notes for units in managed funds sold (and original purchase notes if possible)</p> <p>Details of any other income such as rental income</p> <p>Details of any other investment income</p> <p>Details of any grants, subsidies, payments and rebates received</p> <p>Details of interest and repayments received from shareholders</p> <p>Details of proceeds from disposal of capital assets</p> <p>Managed funds distribution statements, annual tax statements and capital gains statements</p> <p>Dividend statements</p>		
<p>Deductions</p> <p>Details of advertising and marketing expenses</p> <p>Details of bad debts actually written off during the income year</p> <p>Details of bonuses and commissions paid to employees</p> <p>Details of bonuses and commissions paid to external parties</p> <p>Details of bonuses paid to directors</p> <p>Details of borrowing costs for new loans entered into during the income year</p> <p>Details of director fees</p> <p>Details of donations of \$2 and over to deductible gift recipients</p> <p>Details of entertainment expenses</p> <p>Details of expenses incurred during the income year that were associated with establishing, expanding, merging or liquidating the entity</p>		

Information	Provided	N/A
<p>Deductions cont.</p> <p>Details of fringe benefits tax paid (and a copy of the FBT return lodged)</p> <p>Details of interest on loans</p> <p>Details of lease expenses for motor vehicles, premises and equipment</p> <p>Details of legal expenses</p> <p>Details of lump sum payments (including for retirement and redundancy)</p> <p>Details of motor vehicle expenses</p> <p>Details of prepayments</p> <p>Details of professional subscriptions and journals</p> <p>Details of rates, land taxes and insurance premiums</p> <p>Details of repairs and maintenance</p> <p>Details of research and development activities and expenses</p> <p>Details of royalties paid</p> <p>Details of salaries paid, including fringe benefits</p> <p>Details of superannuation contributions for directors</p> <p>Details of superannuation contributions for employees</p> <p>Details of tax, and accounting and audit fees paid</p> <p>Details of any assets purchased, including date of purchase and amount</p> <p>Details of travel expenses (provide travel diaries)</p>		
<p>Balance sheet – assets</p> <p>Asset register detailing depreciable assets bought and sold or scrapped during the income year</p> <p>Bank statements</p> <p>Copies of confirmation for any units in managed funds purchased</p> <p>Copies of contract notes and settlement statements for any shares purchased</p> <p>Details of any other investments purchased</p> <p>Details of capital assets purchased during the income year</p> <p>Details of leases entered into and terminated during the income year</p> <p>Details of loans, payments, forgiveness of debts, or provision for use of assets to shareholders or their associates</p> <p>Details of work-in-progress</p> <p>Listing of trade debtors with amounts outstanding</p> <p>Value of stock as at 30 June 2022 (and basis of valuation)</p>		
<p>Balance Sheet – liabilities</p> <p>Accrued expenses (e.g. audit fees and bonuses) and unearned revenue</p> <p>Details of all loans</p> <p>Listing of trade creditors with amounts owing</p> <p>Provisions for long service leave and annual leave</p> <p>Statements from lending authorities detailing the opening and closing balances of existing loans during the financial year</p>		

Information	Provided	N/A
<p>Balance sheet – equity</p> <p>Details of any changes to shareholding</p> <p>Details of loans from shareholders or partners</p> <p>Details of any increase or decrease to reserves</p>		
<p>Additional information – company</p> <p>Loans, payments, debt forgiveness, or use of assets given to shareholders or associates of the shareholders, if private company</p> <p>Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year</p> <p>Copies of minutes of company meetings</p> <p>Details of any share buy-backs or share cancellations</p>		
<p>Additional information - trust</p> <p>Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year</p> <p>Copies of minutes of trustee meetings, in particular distribution resolutions</p> <p>Copy of trust deed or any amendments during the income year, if not already supplied</p> <p>Details of any units redeemed or issued during the income year (for a unit trust)</p>		
<p>Additional information – partnership</p> <p>Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year</p> <p>Copy of partnership agreement</p> <p>If the partnership was restructured during the income year, all relevant details</p>		
<p>If a right to partnership income or capital was transferred, created, varied or terminated during the income year, all relevant details</p>		
<p>Additional information – all entities</p> <p>Other receipts or outgoings received or incurred, where uncertain if assessable/deductible</p> <p>Any other information you feel is relevant</p>		

IMPORTANT: THIS DOCUMENT FORMS PART OF OUR WORKING PAPERS. PLEASE COMPLETE AND RETURN

THE ATO REQUIRES ALL REFUNDS TO BE PAID DIRECTLY INTO A BANK ACCOUNT

PLEASE PROVIDE BANK ACCOUNT DETAILS FOR REFUNDS:

Name of Account:

BSB:

Account Number: