



*Friendly service from  
Professionals who care*

## **TAX RETURN REQUIREMENTS – BUSINESS**

1. A.B.N. Bring details of ABN/GST registration
2. BAS/IAS copies of self lodged Business or Income Activity Statements
3. CHEQUE BOOKS: for the financial year 1 July – 30 June
4. DEPOSIT BOOKS: for the financial year 1 July – 30 June
5. BANK STATEMENTS: for all accounts in business names, including loan statements
6. CASH/CREDIT CARD EXPENSES: - List all payments made with personal funds  
- Identify business expenses on credit card statements
7. CASH BOOK: if income and expenses are recorded in a cash book.
8. NEW ASSETS: including invoice, loan/lease agreements if any, and date paid
9. SALE OF ASSETS: include assets sold, trade-ins, amounts received/dates banked
10. PERIODIC PAYMENTS: mark details of any periodic payments on bank statements
11. SPECIAL DEPOSITS: mark any injection of personal funds on bank statements.
12. PETTY CASH: breakdown of petty cash expenditure
13. STOCK: summary of all stock on hand at cost price at 30 June
14. TRADE DEBTORS/CREDITORS: - List of clients and amounts they owe you @ 30 June  
- List of suppliers and amounts you owe them @ 30 June
15. WAGES / SUPER: all records of wages, contractors payments and Superannuation
16. INSURANCES: a detailed list of policies, their purpose, and premiums paid
17. TRAVEL EXPENSES: details of claim, including itinerary, list of expenses etc
18. SOFTWARE BACK-UP: QuickBooks/MYOB/other software, provide disk/USB backup
19. SOFTWARE PRINTOUT: Quickbooks/MYOB/other software print out following reports  
Trial balance, Profit & Loss and Balance Sheet
20. PAST YEARS RECORDS: provide copy of last year's financial statements/tax returns.

**Liability limited by a Scheme approved under Professional Standards Legislation.**

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