

To assist Etax Local to prepare your tax return, could you please provide the following information:

Name of Entity:		
Contact Person		
Description of the main business activity:		
Tax File Number:		ABN:
Business Address:	Unit/Level Number:	
	Street Address:	
	Suburb:	
	City:	
	State:	
	Postcode:	
Postal Address: As above <input type="checkbox"/>	Unit/Level Number:	
	Street Address:	
	Suburb:	
	City:	
	State:	
	Postcode:	
Phone Numbers:	Landline:	Mobile:
Email address:		
Year of tax return:	/	/

We'll also need the following records – use our check boxes to help make sure you have everything.

## FINANCIAL REPORTS

<b>Balance Sheet</b> showing the year related to the tax return, as well as the previous year	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Profit and Loss Statement</b> based on the Accruals method that balances to the Balance Sheet.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Profit and Loss</b> based on the Cash method, IF the business operates on the Cash basis.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>General Ledger Detailed Transaction Listing</b> for the full financial year.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>GST report</b> (Detailed) for the full financial year.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Bank Statement</b> – Year End. (May require full year statements)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Depreciation schedule.</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Report on Aged Debtors</b> at year end that equals Debtors shown in Balance Sheet	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Report on Aged Creditors</b> at year end that equals Creditors shown in Balance Sheet	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Reports</b> on any items that would normally be disclosed as “Notes to the Balance Sheet”	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

## STATUTORY INFORMATION

<b>Annual ASIC Statement</b> , showing Directors, Shareholders, Issued and Paid up Capital.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
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<b>Company Constitution.</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>If Directorship or shareholding has changed</b> during the year, provide details of the change. E.g. copy of form 484.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Copy of the prior year lodged Company Tax Return.</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Superannuation Guarantee Shortfall reports</b> – If applicable.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

#### ELECTRONIC RECORDS

<b>Current Data file</b> with password removed, or also provide Username and Login	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>If electronic records are Xero or MYOB</b> (online), send an invite to <a href="mailto:xero@etaxlocal.com.au">xero@etaxlocal.com.au</a> or <a href="mailto:myob@etaxlocal.com.au">myob@etaxlocal.com.au</a>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

#### PAPER RECORDS

If bookkeeping has not been completed, <b>provide all source documents for all transactions.</b> This includes all documents for:	
<b>Sales</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Expenses</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Loans</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Capital items</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Bank Statements</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>GST Returns</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Superannuation</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>FBT</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Wages</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Asset acquisitions</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Loan or Lease or Rental or Mortgage documents</b> from any entity that financed acquisitions	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

#### UNUSUAL TRANSACTIONS

<b>Purchase or Sale of Business</b> – provide copy of purchase or sale contract	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Purchase or sale of assets</b> – provide details	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

#### WORKING PAPERS FOR ANY RECONCILIATIONS

<b>Franking Account</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Fringe Benefits taxable transactions</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Salary and Wages reconciliation</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Borrowing costs</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Superannuation Guarantee reconciliation</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Unusual balances</b> in Contra Accounts, Petty Cash, Directors Drawings, Loan Accounts, Clearing Accounts, Carried Forward Losses, Insurance Claims	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Sales per BAS's that do not agree to Profit and Loss Sales</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Wages per BAS's that do not agree to Profit and Loss Wages</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Superannuation Expenses per BAS's that do not agree to Profit and Loss</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Purchases per BAS's that do not agree to Profit and Loss</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
If the current business address is different to what appears on the documents, provide the previous Company address.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

<b>Details of formation costs</b> , where not already shown in the financials.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
If the entity has rental property, ensure full property details, including all Income and expenses, purchase and (if applicable) sale information and Quantity Surveyors depreciation report (if applicable) are provided.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

Any additional information relevant to the company's dealings for the current financial year:



**Not sure about something in this checklist?**

No problem. Simply get in touch with our Support Office on 1300 174 689 or contact your Etax Local Member.