

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

Name of Partnership:		
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:	
Contact Person		
Phone Numbers:	Landline:	Mobile:
Email address:		
Year of tax return:	/ /	

#### PARTNER DETAILS:

Name:	DOB / /	TFN
Address		Phone
Name:	DOB / /	TFN
Address		Phone
Name:	DOB / /	TFN
Address		Phone
Name:	DOB / /	TFN
Address		Phone

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

#### FINANCIAL RECORDS

<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</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 based on the Cash method</b> , 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) and (if applicable) IAS report (Detailed) for the full financial year.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Bank Statement - Year End</b> (May also need full year statements)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Depreciation schedule</b> , or if none done, copies of source invoices for depreciation.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Report on Aged Debtors at year end that equals Debtors</b> shown in Balance Sheet.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Report on Aged Creditors at year end that equals Creditors</b> 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>Copy of signed Partnership Deed</b> or Agreement.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Copy of the prior year lodged Partnership Tax Return</b> – if applicable.	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

<b>If bookkeeping has not been completed</b> , provide all source documents for all transactions. 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 Payments</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 docs</b> from any entity that financed acquisitions.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

## UNUSUAL TRANSACTIONS (CONSIDER IF APPLICABLE)

<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 full details.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Details of Private use of Partnership Assets.</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Details of other Partnership expenses</b> , paid personally.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

## WORKING PAPERS FOR ANY RECONCILIATIONS (CONSIDER IF APPLICABLE)

<b>Fringe Benefits taxable transactions.</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
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<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, Partners Drawings, Loan Accounts, Clearing Accounts, Carried Forward Losses or 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>Check PAYG on BAS returns is equal to Wages in 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"/>
<b>Signed Partnership Minutes</b> during the financial year.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Reconciliation between GST Reports and Balance Sheet GST Items.</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Details of distributions</b> required to Partners.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Ensure correct Partnership address is provided.</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
If the current address is different to what appears on the documents, <b>provide the current Partnership address.</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>If the entity has rental property</b> , 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 partnership's dealings for the relevant 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.