

Company, Trust or Partnership Tax Return Checklist

Name of taxpayer: _____

Address: _____

Email: _____ Telephone: _____

Information Required	Information Provided	Not Applicable
Income		
Accounting information (cashbook, MYOB etc)	<input type="checkbox"/>	<input type="checkbox"/>
Buy/sell contracts for shares or property sold during financial year	<input type="checkbox"/>	<input type="checkbox"/>
Partnership & trust distribution statements	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other income (rent, interest)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any subsidies, grants and payments received	<input type="checkbox"/>	<input type="checkbox"/>
Details of interest and repayments received from shareholders	<input type="checkbox"/>	<input type="checkbox"/>
Details of proceeds from disposal of capital assets	<input type="checkbox"/>	<input type="checkbox"/>
Managed funds distribution statements including capital gains	<input type="checkbox"/>	<input type="checkbox"/>
Dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
Deductions		
Details of bad debts actually written off during the year	<input type="checkbox"/>	<input type="checkbox"/>
Details of bonuses/fees paid to directors	<input type="checkbox"/>	<input type="checkbox"/>
Details of entertainment expenses	<input type="checkbox"/>	<input type="checkbox"/>
Details of interest on loans	<input type="checkbox"/>	<input type="checkbox"/>
Details of legal expenses	<input type="checkbox"/>	<input type="checkbox"/>
Details of prepayments	<input type="checkbox"/>	<input type="checkbox"/>
Details of employee wages (provide PAYG summaries)	<input type="checkbox"/>	<input type="checkbox"/>
Details of superannuation contributions for directors	<input type="checkbox"/>	<input type="checkbox"/>
Details of superannuation contributions for employees	<input type="checkbox"/>	<input type="checkbox"/>
Details of travel expenses	<input type="checkbox"/>	<input type="checkbox"/>
Balance Sheet – Assets		
Details of depreciable assets purchased, sold or scrapped during the year	<input type="checkbox"/>	<input type="checkbox"/>
Bank statements	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other asset or investments purchased	<input type="checkbox"/>	<input type="checkbox"/>

Information Required	Information Provided	Not Applicable
Details of leases entered into and terminated during the year	<input type="checkbox"/>	<input type="checkbox"/>
Details of loans and payments to shareholders or their associates	<input type="checkbox"/>	<input type="checkbox"/>
Details of work-in-progress or stock on hand	<input type="checkbox"/>	<input type="checkbox"/>
Trade debtors (any write offs necessary)	<input type="checkbox"/>	<input type="checkbox"/>
Balance Sheet – Liabilities		
Accrued expenses or unearned revenue	<input type="checkbox"/>	<input type="checkbox"/>
Details of all loans including loan statements	<input type="checkbox"/>	<input type="checkbox"/>
Trade creditors	<input type="checkbox"/>	<input type="checkbox"/>
Provisions for long service leave and annual leave	<input type="checkbox"/>	<input type="checkbox"/>
Details of loans and payments from shareholders or their associates	<input type="checkbox"/>	<input type="checkbox"/>
Balance Sheet – Equity		
Details of any changes to shareholding	<input type="checkbox"/>	<input type="checkbox"/>
Details of any unpaid present entitlements to beneficiaries or their associates	<input type="checkbox"/>	<input type="checkbox"/>
Details of any increase or decrease in reserves	<input type="checkbox"/>	<input type="checkbox"/>
Other information		
Copy of signed Trustee Resolution (if not already provided)	<input type="checkbox"/>	<input type="checkbox"/>
Any other information that you think is relevant	<input type="checkbox"/>	<input type="checkbox"/>