connole · carlisle
CHARTERED ACCOUNTANTS

BUSINESS TAX DOCUMENTS CHECKLIST (if not using a computer software package) **ENTITY NAME**	Attached	Not applicable	To follow
• Cashbook or other documents used to record transactions	☐	☐	☐
• Cheque books and deposit books	☐	☐	☐
• Copy of bank statements from 1 July to 30 June	☐	☐	☐
• Copy of credit card statements from 1 July to 30 June at 30 June	☐	☐	☐
• Copy of loan statements from 1 July to 30 June	☐	☐	☐
• Dividend statements	☐	☐	☐
• Trust and Partnership Distributions (Annual Statements)	☐	☐	☐
• Copy of Finance documents for equipment purchased during year	☐	☐	☐
• Copy of purchase documents for equipment purchased during year	☐	☐	☐
• Copy of sale documents for equipment sold during year	☐	☐	☐
• Capital Gains (Purchase and sale documents)	☐	☐	☐
• Rental Income and Expenses and Loan Statements	☐	☐	☐
• Copy of Annual PAYG Payment Summary Statement	☐	☐	☐
• Motor Vehicle-business use percentage	☐	☐	☐
• Debtors listing	☐	☐	☐
• Creditors listing	☐	☐	☐
• Details of superannuation paid	☐	☐	☐
• Stock on hand at cost at 30 June (including livestock)	☐	☐	☐
• Livestock figures (sales, purchases, deaths, natural increase)	☐	☐	☐

Any other information you would like us to be aware of:

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