



**TAX CHECKLIST - BUSINESS**

Client Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_

**Please compile the following information where applicable for the year ended 30 June 2018 and forward to us in soft copy where possible. For access to our client portal, please feel free to contact your Client Manager/Partner or Client Assistant. If you have any queries regarding the information required, please contact.**

**Please upload your completed checklist and attachments to our client portal or via email, where possible.**

**NB: This checklist covers the basic records required to complete tax returns and other statutory reports. You will be contacted for any further information that may be required.**

<p><b>Software Records &amp; version</b></p>	<p>Copy of Back up of the computer file on USB stick, disk or by email or access to your online file. (IMPORTANT). Please provide details of username and password for access or invite us to your file.</p>
<p><b>Or Hard Copy Records</b></p>	<p>If you are unable to provide us with a backup of your computer file, copy of the following reports in EXCEL format:</p> <ul style="list-style-type: none"> <li>• Profit &amp; Loss for the 12 month period</li> <li>• Balance sheet as at 30 June 2018 with last year’s comparative</li> <li>• Detailed General Ledger</li> </ul>
<p><b>Bank Records</b></p>	<p>If you have provided us with reconciled software files, then copies of bank statements showing the final bank account balances.</p>

**Disclaimer: The information contained in this fact sheet is not intended as specific advice. Please contact Enspira Financial to discuss your individual situation.**



	If no software file provided, copies of all bank statements for 1 July 2018 to 30 June 2018 detailing transactions on the statements or cheque and deposit books.
<b>Loans/Margin Lending</b>	Copies of loan or margin lending statements for the period 1 July 2017 to 30 June 2018.
<b>Cash Transactions not Recorded Elsewhere</b>	Details of unbanked sales, expenses paid personally or not reimbursed by the business and petty cash records
<b>Investment Records</b>	<ul style="list-style-type: none"><li>• Dividend and Interest Statements</li><li>• Partnership or Trust Statements and Annual Tax Statements</li><li>• Copy of transaction statements for any shares, investments, managed fund, wrap account or stockbroker account</li><li>• Details of any sales or disposals of investments</li></ul>
<b>Payroll Records</b>	If you are an employer: <ul style="list-style-type: none"><li>• Copies of PAYGW Payee summaries for the year ended 30 June 2018</li><li>• Annual Payment Statement submitted the ATO</li></ul>
<b>Expense Records</b>	<ul style="list-style-type: none"><li>• Motor Vehicle Logbook</li><li>• Details of any donations of \$2 or more to registered charities</li><li>• Details of any legal expenses</li><li>• Date, amount, period and description of prepaid expenses (e.g. insurance, subscriptions, rent and interest). NB: small business entities can claim 100% of prepaid expenses in the year paid.</li></ul>
<b>Asset &amp; Liability Records</b>	<ul style="list-style-type: none"><li>• Date, amount &amp; description of fixed asset purchases and sales (If you are a small business entity you may be entitled to claim a 100% write-off for assets under \$20,000 each ready for use as at 30 June 2018)</li><li>• Copy of new finance agreements</li><li>• If not included in software file – Debtors listing (clients who owe the business money) and Creditors listing (suppliers who the business owed money to) as at 30 June 2018.</li><li>• Listing of Bad Debts written off during the year</li><li>• Stock listing and valuation as at 30 June 2018.</li></ul>

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