



## BUSINESS TAX RETURN CHECKLIST 2015

The following is a check list of items required to complete your 2015 business tax return.

Please bring all applicable records to your meeting or forward to our office via email, post or secure client login via our website.

**BUSINESS GROUP NAME:** .....

### ACCOUNTING DATA FILE

If you are using a computerised accounting system, you will be able to send it though in the following formats;

- CD
- USB
- Email
- Hard-Drive

In addition, we require the following details for the period 01/07/14 to 30/06/15;

### SOURCE DOCUMENTS

- PROVIDE ALL BANK STATEMENTS FOR ACCOUNTS NOT ON BANKLINK. FOR ACCOUNTS ON BANKLINK, WE REQUIRE THE 30/06/2015 STATEMENT ONLY.**
- Cheque Butts 1 July 2014 to 30 June 2015 or we will send you a BankLink Query List
- Deposit Books 1 July 2014 to 30 June 2015 or we will send you a BankLink Query List
- ALL Bank Statements for ALL Bank Accounts / Loan Accounts / Term Deposits 1 July 2014 to 30 June 2015
- Asset Purchase or Sales – details of amount and date of transaction
- Hire Purchase / Chattel Mortgage / Lease Agreements for all new assets purchased during the year
- Credit Card Statements that contain business transactions for 1 July 2014 to 30 June 2015
- Trade Debtors as at 30 June 2015
- Trade Creditors as at 30 June 2015 including a breakdown by expense category
- Closing Stock figure as at 30/06/2015
- Log book for business vehicle use



## INCOME

- Dividend statements
- Interest received statements
- Trust distribution statements
- Capital Gains Tax **buy and sell** documentation for shares, property, trusts, etc
- Rental Property – Agent/Client Summary for the year, all income and expense details. Include date purchased for new capital items.
- Livestock Numbers
  - Sales
  - Purchases
  - Deaths
  - Rations
  - Natural Increase
  - Closing Stock

## EXPENSES

- Insurance Schedules
- WorkCover Reconciliation
- PAYG Annual Reconciliation Summary or copies of all PAYG summaries given to staff
- A summary of all expenses paid by cash from your own private funds totaled by description.
- Business use % of
  - Telephone
  - Electricity
  - GAS