

BUSINESS TAX CHECKLIST 2015

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|---|--------------------------|
| Copy of prior year tax return & financials | <input type="checkbox"/> |
| Copy of MYOB/QB/other file reconciled to 30.6 | <input type="checkbox"/> |
| Bank Statement of business accounts @ 30.6 | <input type="checkbox"/> |
| Loan Statements for the period 1.7-30.6 | <input type="checkbox"/> |
| Invoices of new asset purchases | <input type="checkbox"/> |
| Finance/Loan contracts | <input type="checkbox"/> |
| Copy of PAYG Summary statement | <input type="checkbox"/> |
| Private use on motor vehicles and log book (If applicable) | <input type="checkbox"/> |
| Private use on other expenses (eg phone,electricity) | <input type="checkbox"/> |
| Ensure sufficient narrations on the following expenses:
Legal Fees
Repairs and Maintenance
Entertainment | <input type="checkbox"/> |
| Details of any additional income/expenses not in file | <input type="checkbox"/> |
| Copy of Trust Deed | <input type="checkbox"/> |
| Copy of Company Binder/Constitution | <input type="checkbox"/> |
| Copy of Partnership/Shareholders agreement | <input type="checkbox"/> |