

Tax Preparation Checklist for business

Complete the checklist and ensure you are giving us all we need to complete your work.

1. Cloud Based software

<input type="checkbox"/>	Invitation to Access - For new Clients or where new software used in 2020
<input type="checkbox"/>	Bank Statement(s) *
<input type="checkbox"/>	Credit Card Statement(s) *
<input type="checkbox"/>	Employers with Single Touch Payroll (STP) - see 3 below
<input type="checkbox"/>	Employers without STP - see 4 below
<input type="checkbox"/>	Have you bought or sold Plant & Equipment during the year - see 5 below
<input type="checkbox"/>	Finance contract during the year - see 5 below
<input type="checkbox"/>	Motor Vehicle(s) expenses - see 6 below

2. Desktop software

<input type="checkbox"/>	Flash Drive back up of software - MYOB, Quicken or Cashflow Manager
<input type="checkbox"/>	Version of software being used
<input type="checkbox"/>	Passwords - if any
<input type="checkbox"/>	Copy of Profit & Loss and Balance Sheet @ 30th June 202X
<input type="checkbox"/>	Bank Statement(s) *
<input type="checkbox"/>	Credit Card Statement(s) *
<input type="checkbox"/>	Employers with Single Touch Payroll (STP) - see 3 below
<input type="checkbox"/>	Employers without Non STP - see 4 below
<input type="checkbox"/>	Have you bought or sold Plant & Equipment during the year - see 5 below
<input type="checkbox"/>	Finance contract during the year - see 5 below
<input type="checkbox"/>	Motor Vehicle(s) expenses - see 6 below

* In each case a reconciled statements as at 30th June only is required.

3. Employers - with STP

<input type="checkbox"/>	Reconcile MYOB, Xero etc employee totals with BAS W1 & W2
<input type="checkbox"/>	Then reconcile these same totals with your Profit and Loss report
<input type="checkbox"/>	Before Finalising the upload to ATO ensure their totals agree with your software. *

* Ensure that changes are made where necessary before **finalising** as adjustments later will be time consuming.

4. Employers - without STP

<input type="checkbox"/>	Copies of PAYG Withholding Summaries
<input type="checkbox"/>	Copy of PAYG Withholding Summary Statement

5. Have you Bought or Sold P&E during the year

<input type="checkbox"/>	Documents relating to the sale or purchase including trade-in where applicable
<input type="checkbox"/>	Finance contracts ie Lease, HP, Bank Loan etc

6. Motor Vehicle

<input type="checkbox"/>	Motor Vehicle Log Book (claim % of all running costs) provide evidence
<input type="checkbox"/>	Motor Vehicle Diary method (less than 5,000klm) provide evidence

7. Other Business and Personal Information

<input type="checkbox"/>	Sale of Shares, Property etc
<input type="checkbox"/>	Receipt of Dividends, Interest etc
<input type="checkbox"/>	Superannuation contributions (tax deductible) with Notice of Intent to Claim