

## Business Income Tax Return Checklist

### General Information

Bank Statements indicating the nature of each deposit.

Reconciled MYOB / Quicken data file as at 30 June

If not using MYOB / Quicken, provide the following:

Reconciled cash work-book including drawings taken before banking

### Employees

Copies of PAYG Payment Summaries issued for the income year

Details regarding superannuation contributions paid for employees

### Government Industry Payments

Details regarding any Government industry payments / registrations.

### Stock on hand / Work in Progress

Value of closing stock on hand at 30 June

Value of work in progress at 30 June

### Motor Vehicle

Details regarding all motor vehicle related expenditure  
(i.e. fuel / registration / insurance / repairs)

Log-book(s)

Total kilometers travelled  
(Including business km's)

Copy of any Hire Purchase / Leasing documents

### Plant and Equipment

Details regarding all assets acquired  
(Description of asset / date acquired / purchase price)

Details regarding all assets sold  
(Description of asset / date sold / sale price)

### New Clients

Prior Year's Income Tax Return and work papers

Prior Year Accountancy Fees