

2011 Company, Trust or Partnership Tax Return Checklist

Name of taxpayer: _____

Address: _____

Preferred Contact No: _____

Information Required	Information Provided	Not Applicable
MYOB/Quickbooks or other accounting program backup disk reconciled to 30 June 2011	<input type="checkbox"/>	<input type="checkbox"/>
Cashbook (if maintained)	<input type="checkbox"/>	<input type="checkbox"/>
All bank Statements, cheque butts, are all deposits income? (If providing a backup disk then only statements at 30 June 2011 are required with a printout of the relevant bank reconciliation)	<input type="checkbox"/>	<input type="checkbox"/>
Stock on Hand figure as at June 2011	<input type="checkbox"/>	<input type="checkbox"/>
Work in Progress figure as at 30 June 2011	<input type="checkbox"/>	<input type="checkbox"/>
Debtors (money owed to you) as at 30 June 2011	<input type="checkbox"/>	<input type="checkbox"/>
Creditors (money you owe) as at 30 June 2011	<input type="checkbox"/>	<input type="checkbox"/>
Bad debts written off during the year	<input type="checkbox"/>	<input type="checkbox"/>
Annual PAYG Summary or all payments summaries (group certificates) issued	<input type="checkbox"/>	<input type="checkbox"/>
Work Cover reconciliation	<input type="checkbox"/>	<input type="checkbox"/>
Employee superannuation	<input type="checkbox"/>	<input type="checkbox"/>
Fringe Benefit Tax paid	<input type="checkbox"/>	<input type="checkbox"/>
Provisions for annual leave or long service leave	<input type="checkbox"/>	<input type="checkbox"/>
Interest received	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other investment income	<input type="checkbox"/>	<input type="checkbox"/>
Details of any subsidies, grants and payments received	<input type="checkbox"/>	<input type="checkbox"/>
Details of any additional cash or credit card expenses	<input type="checkbox"/>	<input type="checkbox"/>
Details of motor vehicle expenses, include log book or business use	<input type="checkbox"/>	<input type="checkbox"/>
Rental property income and expenditure, including loan statements	<input type="checkbox"/>	<input type="checkbox"/>
Details of purchase or sale of rental properties including settlement statements	<input type="checkbox"/>	<input type="checkbox"/>
Trust distributions received, including 2011 Annual Tax Statement	<input type="checkbox"/>	<input type="checkbox"/>
Dividends received including dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
Asset register detailing depreciable assets bought, and sold or scrapped during the year, including dates	<input type="checkbox"/>	<input type="checkbox"/>

Information Required	Information Provided	Not Applicable
Details of any Motor Vehicles bought, leased or sold including tax invoices, sale details, loan statements, lease agreements or hire purchase agreement	<input type="checkbox"/>	<input type="checkbox"/>
Details of Property or Businesses sold, include settlement statements along with purchase price and date	<input type="checkbox"/>	<input type="checkbox"/>
All loan and lease statements including loan agreement if new	<input type="checkbox"/>	<input type="checkbox"/>
Details of Share or Trust Unit sales including purchase price and date and sale documents	<input type="checkbox"/>	<input type="checkbox"/>
Details of prepayments	<input type="checkbox"/>	<input type="checkbox"/>
Accrued expenses (eg audit fees and bonuses) and unearned revenue	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year	<input type="checkbox"/>	<input type="checkbox"/>