

## 2017 Company, Trust or Partnership Tax Return Checklist

Name of taxpayer: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred Contact No: \_\_\_\_\_

Email: \_\_\_\_\_

Information Required	Information Provided	Not Applicable
<b><i>Bank Account Details for Company (required for direct payment of tax refund)</i></b> <b><i>Please complete attached declaration form</i></b>	<input type="checkbox"/>	<input type="checkbox"/>
MYOB/Quickbooks or other accounting program backup reconciled to 30 June 2017 (via our secure server, USB or CD)	<input type="checkbox"/>	<input type="checkbox"/>
Cashbook (if maintained)	<input type="checkbox"/>	<input type="checkbox"/>
All Bank Statements and cheque butts. Are all deposits income? (If providing a backup disk then only bank statement at 30 June 2017 is required with a printout of the relevant bank reconciliation).	<input type="checkbox"/>	<input type="checkbox"/>
Stock on Hand figure as at June 2017	<input type="checkbox"/>	<input type="checkbox"/>
Work in Progress figure as at 30 June 2017	<input type="checkbox"/>	<input type="checkbox"/>
Debtors (money owed to you) as at 30 June 2017	<input type="checkbox"/>	<input type="checkbox"/>
Creditors (money you owe) as at 30 June 2017	<input type="checkbox"/>	<input type="checkbox"/>
Bad debts written off during the year	<input type="checkbox"/>	<input type="checkbox"/>
Annual PAYG Summary Statement or all PAYG Summaries (group certificates) issued	<input type="checkbox"/>	<input type="checkbox"/>
Return to Work SA reconciliation	<input type="checkbox"/>	<input type="checkbox"/>
Annual Payroll Tax 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 e.g. bank accounts, term deposits, ATO	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other investment income	<input type="checkbox"/>	<input type="checkbox"/>
Details of any subsidies, grants or other 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 details	<input type="checkbox"/>	<input type="checkbox"/>
Rental property income and expenditure, including loan statements	<input type="checkbox"/>	<input type="checkbox"/>
Details of purchase/sale of rental properties including settlement statements	<input type="checkbox"/>	<input type="checkbox"/>
Trust distributions received including 2017 Annual Tax Statement	<input type="checkbox"/>	<input type="checkbox"/>

Information Required	Information Provided	Not Applicable
Dividends received including dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
Details of depreciable assets bought, sold or scrapped during the year, including dates	<input type="checkbox"/>	<input type="checkbox"/>
Details of any motor vehicles bought, leased or sold including tax invoices, sale details, loan statements, lease agreements or hire purchase agreements	<input type="checkbox"/>	<input type="checkbox"/>
Details of properties 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 documentation if new	<input type="checkbox"/>	<input type="checkbox"/>
Details of share or trust unit sales including date, purchase price / 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"/>

**COMPANY  
BANK ACCOUNT DETAILS DECLARATION  
FOR THE YEAR ENDED 30 JUNE 2017**

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I, ..... (Director)

on behalf of ..... (Company)

hereby provide the bank account details to Gibson and Partners to be included in the above 2017 Company taxation return.

BSB: .....

Account: .....

Company Account Name: .....

I declare that the above details are true and correct

SIGNED.....DATED.....

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Privacy

Electronic Funds Transfer

Your bank account details will only be provided to the Australian Taxation Office to facilitate the electronic refund of any tax that is owing to you by the Australian Taxation Office and for no other purpose.

Disclaimer

Gibson and Partners accepts no responsibility if the details provided by you are incorrect.

Liability Limited by a scheme approved under Professional Standards Legislation