

## Business Client Tax Checklist

This checklist is generic and not all items will apply to your situation.

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / 201\_\_\_\_\_

**Please tick YES or NO and provide the related Documentation, Statements, Data or Details to our office for processing**

<b>Data File</b>	<b>YES</b>	<b>NO</b>
Can you provide a copy of your Data File? with the username, password and version of software? <b>If no</b> please provide your manual system ie bank statements, deposit book, Excel Spreadsheet etc	<input type="checkbox"/>	<input type="checkbox"/>
Is your data supplied reconciled as at 30 June?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any unrecorded transactions you wish to advise?	<input type="checkbox"/>	<input type="checkbox"/>
Please provide the Accounts Receivable List (amounts owed to you) and add any notes needed	<input type="checkbox"/>	<input type="checkbox"/>
Did the business write off any receivables as Bad Debts?	<input type="checkbox"/>	<input type="checkbox"/>
Has the business completed the Payment Summaries for staff? <b>If no</b> do you require us to complete these? <input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/>	<input type="checkbox"/>
Did the business have any trading stock on hand as at 30 June?	<input type="checkbox"/>	<input type="checkbox"/>
Did you have any work in progress which had not been invoiced as at 30 June?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b>		
Are you in the Building and/or Construction industry? <b>If yes</b> have you completed the taxable payments annual report? <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> Unsure	<input type="checkbox"/>	<input type="checkbox"/>
<b>Income</b>		
Are you able to provide all Bank Statements from 1 July – 30 June <b>if</b> required?	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive interest from your Bank Accounts, Building Society Investments or Loans?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have Dividend Statements?	<input type="checkbox"/>	<input type="checkbox"/>
Did the business receive any income from investments, ie Rental Properties?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Assets</b>		
Did the business purchase any assets eg vehicle, machinery, land, buildings, shares etc?	<input type="checkbox"/>	<input type="checkbox"/>
Did the business sell any assets or investments eg vehicle, machinery, land, buildings, shares etc?	<input type="checkbox"/>	<input type="checkbox"/>
Did the business scrap any assets during the year (broken or worn out equipment dumped)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any loans owing to the business?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Liabilities</b>		
Does the business have any loans, leases, agreements? Please provide all statements	<input type="checkbox"/>	<input type="checkbox"/>
Please supply all copies of all Business or Instalment Activity Statements?(if not processed by our office)	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any other liabilities we should be aware of?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Business Related Expenses</b>		
Did you use your car for work related use? Yes, provide log book with expenses or estimation of kilometres)	<input type="checkbox"/>	<input type="checkbox"/>
Did you pay any parking and tolls?	<input type="checkbox"/>	<input type="checkbox"/>

**PLEASE REVIEW PAGE OVER FOR FURTHER EXPENSES**

<b>Business Related Expenses continued...</b>	<b>Yes</b>	<b>No</b>
Did you pay bank fees or credit card interest?	<input type="checkbox"/>	<input type="checkbox"/>
Did you purchase a motor vehicle? <b>If yes</b> , please supply all documentation	<input type="checkbox"/>	<input type="checkbox"/>
Did you purchase any of the following:		
Tools and equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Office stationery and supplies?	<input type="checkbox"/>	<input type="checkbox"/>
Computers or other electronics?	<input type="checkbox"/>	<input type="checkbox"/>
Clothing and/or uniforms – logoed or protective - including enclosed shoes?	<input type="checkbox"/>	<input type="checkbox"/>
Did you have professional development expenses eg training or course fees, textbooks etc?	<input type="checkbox"/>	<input type="checkbox"/>
Did you pay for any professional registrations or memberships?	<input type="checkbox"/>	<input type="checkbox"/>
Did you incur any travel or meeting costs including airfares, accommodation, transportation, meals and parking?	<input type="checkbox"/>	<input type="checkbox"/>
Did you have any advertisement or marketing expenses?	<input type="checkbox"/>	<input type="checkbox"/>
Did you have mobile or internet costs?	<input type="checkbox"/>	<input type="checkbox"/>
Did you have any premiums for Income Protection or Business Expenses Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Did you have any investment expenses including financial advisor fees, bank fees, investment borrowings?	<input type="checkbox"/>	<input type="checkbox"/>
Did you pay any Accounting Fees last year (outside of this office)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you paid any business expenses from your own funds which are not detailed elsewhere eg use of your own car for business purposes or business expenses paid from personal bank accounts or with cash?	<input type="checkbox"/>	<input type="checkbox"/>

**Other Notes for Accountant:** \_\_\_\_\_

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