

2020 Company, Trusts, Partnership, Sole trader (Business /Trading Entities) Checklist

(Tick each item that is applicable to your circumstances. For each item that is ticked, please supply details as specified).

- ☐ **MYOB, Quickbooks, Xero, backup file** - Please send us your MYOB/Quickbooks/Xero/POS/Excel backup file so that we can access the information (password and username required).
- ☐ **Summary of Income and Expenses** - Please send us a summary of all your income and expenses for the year.
- ☐ **List of Unpresented Cheques as at year end** - Details of cheques written as at 30 June and not yet presented.
- ☐ **List of new assets purchased** - Details of new assets purchased throughout the year. Please send us copies of contracts which you have entered into i.e. hire purchase, chattel mortgage, mortgage etc. If applicable, please include date installed and ready for use.
- ☐ **Debtors and Creditors** - Amounts invoiced before 30 June but not banked. Expenses incurred by you prior to 30 June but not yet paid.
- ☐ **Closing stock value.**
- ☐ **Credit card details** - Please provide credit card statements if used for business. Clearly mark on the statement which are business expenses.
- ☐ **Payroll tax** – Copy of payroll tax annual reconciliation
- ☐ **Taxable payments annual report** – Details of contractor payments made during the year.
- ☐ **Payroll summary including mandated superannuation contributions** – PAYG payment summaries and annual statement if wages were not reported via Single Touch Payroll.
- ☐ **Copy of bank and loan statement** - Please provide bank statements with closing balance as at 30 June.