

2020 Investment Holding Entities – Partnerships, Company, Trust Checklist

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

- Bank and term deposit Statement(s) for financial year** - Please provide bank statements with closing balances as at 30 June.
- 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).
- Dividends paid** - Please provide dividend statements (including reinvestments).
- Managed Funds** - Please provide annual statements with unit balance as at 30th June.
- Managed Funds tax statements** - Please provide annual tax statement.
- Life Insurance Policy schedule** - Please provide policy details and premiums paid.
- Property** - Please provide annual rental schedule, summary of costs paid for not in entity bank statements.
- Other** - Please provide detail of any irregular deposits and withdrawals on the bank statement.