



## **Business Return Information Checklist 2010**

Client name: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Information Required</b>	<b>Supplied</b>	<b>N/A</b>
1. 30 June 2010 Statements on all investment or operating accounts	<input type="checkbox"/>	<input type="checkbox"/>
2. 30 June 2010 Statements on all loan accounts and credit facilities	<input type="checkbox"/>	<input type="checkbox"/>
3. Employee PAYG Payment Summaries (Group Certificates) &/or end of year Summary Statement	<input type="checkbox"/>	<input type="checkbox"/>
4. Full details of any assets (equipment/property /shares) acquired & disposed of by business, including trade-in details This will help ensure the Investment Allowance is correctly claimed where appropriate	<input type="checkbox"/>	<input type="checkbox"/>
5. Details of business related expenses paid from personal funds (not yet accounted for)	<input type="checkbox"/>	<input type="checkbox"/>
6. Any new Lease or Hire Purchase Agreements entered into during the year	<input type="checkbox"/>	<input type="checkbox"/>
7. New Loan contracts entered into during the year	<input type="checkbox"/>	<input type="checkbox"/>
8. Details of private percentages of expenses such as telephone, electricity & motor vehicle expenses (not yet accounted for)	<input type="checkbox"/>	<input type="checkbox"/>
9. Motor car log books	<input type="checkbox"/>	<input type="checkbox"/>
10. Travel diaries (where required)	<input type="checkbox"/>	<input type="checkbox"/>
Do you use a software package (e.g. MYOB, Quickbooks)?		
<input type="checkbox"/> Yes Please go to question 17		
<input type="checkbox"/> No Please continue to next question		
11. Debtors and creditors at 30 June 2010	<input type="checkbox"/>	<input type="checkbox"/>

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|--|--------------------------|--------------------------|
| 12. Business income and expense records (such as Bank statements, cheque books, loan statements, deposit books, cash receipts/payments books or invoices and receipts with spreadsheet summaries where possible) | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Bad debts written off during the year  | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Stock on hand at 30 June 2010  | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Full details of any interest/dividends/other income received   | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Details of Superannuation contributions paid during the year<br><i>Finally, for clients using software packages only</i>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Software package backup file, with:  |                          |                          |
| (a) Bank accounts reconciled to 30 June 2010   | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Trade debtors & creditors reconciled   | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Sundry accounts cleared where possible   | <input type="checkbox"/> | <input type="checkbox"/> |

*Please attach this checklist with your 2010 tax information*