



**2019 Business Income Taxation Return Checklist**

**IMPORTANT NOTE – WORKFLOW MANAGEMENT**

(During peak period of July to December a turnaround time of 8 - 10 weeks is expected)

Please advise the following:

- a. Return required urgently?  Yes  No (refer b)
- b. Time required (please choose)      9-15 weeks     16 -24 weeks     anytime prior to due date

**Name:** .....

**Address:** .....

**Ph:** ..... **Wk:** ..... **M:** .....

**Email:** .....

<p><b>Employees</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copies of PAYG payment summaries and PAYG summary Statement issued for the income year.</li> <li><input type="checkbox"/> Copy of workcover reconciliation.</li> </ul> <p><b>General Information (If not using Xero)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reconciled MYOB / Reckon data file as at 30 June*</li> </ul> <p>If not using a computer program please provide:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reconciled cash book including drawings taken before banking.</li> </ul> <p><b>Stock on hand / Work in Progress</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Value of closing stock on hand at 30 June _____</li> <li><input type="checkbox"/> Value of work in progress at 30 June _____</li> </ul> <p><b>Government Industry Payments</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Details regarding any Government industry payments / registrations.</li> </ul>	<p><b>Plant and Equipment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Details regarding all assets acquired (Description of asset /date acquired /purchase price).</li> <li><input type="checkbox"/> Details regarding all assets sold (Description of asset / date sold / sale price).</li> </ul> <p><b>Motor Vehicle</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Details regarding all motor vehicle related expenditure (i.e. fuel / registration / insurance / repairs).</li> <li><input type="checkbox"/> Log-book(s).</li> <li><input type="checkbox"/> Total kilometers travelled if claiming per/km (Including business km's).</li> <li><input type="checkbox"/> Copy of any new hire purchase / leasing documents.</li> </ul> <p><b>New Clients</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prior year's income taxation return and financial statements.</li> </ul>
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(\* Please note we do not support MYOB earlier than v15 or Quickbooks prior to the 2005/06 version, please speak to our office in regards to upgrading to the current versions before providing your data file to us.)

