



## Tax Return Information Checklist

### Businesses

➤ **Business Details**

Name of Company; Physical Address; Australian Business Number ABN; Tax File Number; Contact details including business contact name, phone number, email address and postal address; Type of organisation e.g.; Proprietary Limited Company, Partnership etc. (Information on New Client File)

➤ **Bank Details**

BSB, Account Number, Account Name

➤ **Financial Details**

Any previous tax losses, any investments including shares, interest bearing accounts, rental properties etc

➤ **Profit and Loss and Balance Sheet Reports for the organisation if book work is completed internally. If book work is required, please include all bank statements, invoices generated by the organisation, bill, receipts, details of assets held.**

➤ **Details of employees of the organisation including number of employees, employment type (FT, PT etc), salaries and superannuation information.**

➤ **Bank Statement & Gross Interest earned in the year**

➤ **A copy of the last year's tax return completed. This can be requested from prior accountant**

➤ **ANY OTHER ITEMS OF EXPENSE & INCOME THAT RELATE TO THE OPERATION OF YOUR BUSINESS OR PRODUCING YOUR ASSESSABLE INCOME & LIST ANY ITEMS YOU USE SUCH AS VEHICLES, EQUIPMENT OR COMPUTERS. INCLUDE LOG BOOK FOR VEHICLES IF COMPLETED.**

