

Company Tax Checklist

For the year ended 30 June 2018

Client Name

The following is a list of documents and information we may require to commence, the preparation of the financial statements and income tax return of the company.

(Please note some of the items below may not apply to your situation)

Income:

Please provide information relating to the following:

- Interest Received.
- Dividends Received.
- Trust Distributions Received.
- Details of any income the company may have received.

Deductions:

Please provide information relating to the following:

- Deductions relating to interest and dividends received.
- Details of other deductible expenditure.
- Details of rental deductions.

Other Information:

Please provide information relating to the following:

- Soft copy of the accounting data file for the company for the year ended 30 June 2018 (e.g. MYOB or Quickbooks file).
- Details of any purchases of property or other investments, including
 - Date of purchase
 - Purchase price
 - Incidental costs
- Details of any sales of property or other investments, including
 - Date of sale
 - Sale price
 - Incidental costs
- Details of any depreciable assets purchased and/or sold.
- Bank records (statements, cheque butts and deposit books) where appropriate.
- Shareholder Loan Agreements.
- Details of Dividends Paid or Payable.

Business Activities

If you commenced, ceased or carried on a business during the year, please refer to our Business Checklist.