

Company, Trust, Partnership, Sole Trader

Document Checklist

Do you need to bring any of the following?

- Previous year's account and tax returns; if new company — Constitution and if new Trust, Trust Deed
 - Ensure details of franking account is included for company
- Soft copy of accounts (i.e. if prepared on MYOB)
 - Include copy of bank reconciliations at year-end
- If no soft copy —
 - Bank statements with details of each transaction (either receipts or pencilled-in notes)
- Set up fees
- Copies of finance/operating leases, rental and hire purchase agreements
- All investment documentation (i.e. share purchases/sales, dividend statements)
- Details of debtors and creditors if operating on an accruals basis
- Business loan documentation
- If a Company, loan agreements for any directors loans
- Details of personal use of business assets (i.e. motor vehicle)
- Depreciation schedule & details of asset purchases & sales during year
- Other details pertaining directly to industry business operates in
- Any other details of business transactions i.e. purchases, sales, unusual transactions
- Copy of PAYG payment summary provided to tax office
- Copies of all Business Activity Statements for year
- Details of all ATO payments and refunds, and copies of statements provided by ATO
- Detail of dividends (if company) and distributions (if trust) during year

If you have any doubt about any income or expenses you've received or incurred, bring the documents in with you.