

Business Valuations & Accounting E: keryn@bva-cpa.com P: 07 5513 1566 A: 5/34 Oyster Point Road Banora Point NSW 2486 P: PO Box 6135, Tweed Heads South NSW 2486.

TRUST TAX RETURN CHECKLIST

Please complete all items in the required field(s), save to your local drive and email the document(s) and any attachment(s) to our office. **DATA FILE**

Provided N/A

FIOVIDED IN/A	
	Reconciled XERO / MYOB / QUICKBOOKS data file as at 30 June
	Copy of all physical bank statement(s) as at 30 June
	Copy of all physical loan account statement(s) as at 30 June
_	IF NOT USING XERO / MYOB / QUICKBOOKS, PROVIDE THE FOLLOWING:
	Reconciled cashbooks (i.e. Excel file) for entire financial year (detailing all deposits and withdrawals)
	Copy of all physical bank statement(s) for entire financial year (with manual narrations at each line item detailing nature of each transaction)
	Copy of all physical loan account statement(s) as at 30 June
INVESTMENTS	
	Copies of distribution statement(s) fromTrust(s)
	Copies of managed funds distribution statements, annual tax statements and capital gains statements i.e. BT Funds, AXA, Merrill Lynch
	Copies of dividend statements
	Contract details of any investment asset purchased and sold
RENTAL INCOME	
	Please complete the 'Rental Property - Tax Return Checklist'
GOVERNMENT INDUSTRY PAYMENTS	
	Details regarding any Government industry payments / registrations.
OTHER INCOME	
	Details (i.e. statements etc) of any other income receives not captured in the above sections.
EMPLOYEES	

EMPLOYEES

Copies of PAYG Payment Summaries and PAYG Summary Statement issued for the income year

Details regarding superannuation contributions paid for employees for the income year



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TRUST TAX RETURN CHECKLIST CONTINUED

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STOCK ON HAND / WORK IN PROGRESS

- \$ _____ Value of closing stock on hand as 30 June
- \$ _____ Value of work in progress at 30 June

MOTOR VEHICLE

Provided N/A



If not previously captured in Data Files providedplease provide a detailed summary of all motor vehicle expenses (i.e. fuel, registration, insurance, CityLink, repairs) for the income year

If a new motor vehicle has been purchased, please provide purchase contract and/a hire purchase or finance lease contracts.

- Assuming a log book has been maintaine**p**lease provide motor vehicle business use as a percentage (i.e. 60%)
- _KM If no logbook has been maintainepplease provide the kilometers traveled (up to 5,000km)

PLANT AND EQUIPMENT

%

Provided N/A



Details regarding all assets (Description of asset / date sold / sale price)

OTHER DEDUCTIONS Provided N/A



Please provide a summary of any business related expenses not captured in the above sections and paid via personal funds.

NEW CLIENTS Provided N/A



Prior Year Income Tax Return and Financial Accounts

PriorYear Accountancy Fees

Advise of eligible beneficiaries available for potential distribution

Advise if any potential beneficiaries (listed above) that currently receive any Australian Government Allowance (i.e. Newstart, Youth Allowance etc...)



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TRUST TAX RETURN CHECKLIST CONTINUED

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Provide stamped and signed trust deed

FURTHER DETAILS