



## 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

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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:**

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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

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Copies of distribution statement(s) from Trust(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

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Please complete the 'Rental Property - Tax Return Checklist'

### GOVERNMENT INDUSTRY PAYMENTS

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Details regarding any Government industry payments / registrations.

### OTHER INCOME

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Details (i.e. statements etc...) of any other income received not captured in the above sections.

### EMPLOYEES

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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





## TRUST TAX RETURN CHECKLIST CONTINUED

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Provided    N/A

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Provide stamped and signed trust deed

## FURTHER DETAILS