Non-Individual tax return checklist

Name: _____
Email address: _____
Contact number: _____
Has your postal address changed?
New postal address: _____

New clients to Bonsella

Tax file number _____
Australian Business Number (ABN) _____

Administration

	Yes	N/A
Have you given info@bonsella.com.au advisor access to your online Xero / MYOB / Quickbooks or other accounting file?	☐	☐
Have you provided a copy of your desktop MYOB / Quickbooks or other accounting file as well as any relevant passwords?	☐	☐

Bank Accounts

	Attached	N/A
Please provide bank statements showing the balance at 30 June for all bank accounts, loans and credit cards.	☐	☐
Please provide bank reconciliations for all bank accounts as at 30 June.	☐	☐

Assets

	Attached	N/A
Please provide details of stock on hand as at 30 June.	☐	☐
Please provide details of assets **purchased** during the year (greater than $1,000.00). Include copies of invoices.	☐	☐
Please provide details of assets **sold** during the year.	☐	☐
Please review your depreciation schedule from last year. Have any of these assets been scrapped, taken for personal use or traded in?	☐	☐

Investments / Property

	Attached	N/A
Please provide details of all investments/property **income** received during the year. This may include the following:	☐	☐
Dividend Statements	☐	☐
Interest Statements	☐	☐
Trust Taxation Summaries	☐	☐
Rental Property Summaries	☐	☐
Please provide details of all investments/property **purchased** during the year. This may include the following:	☐	☐
Dividend Statements	☐	☐
Interest Statements	☐	☐
Trust Taxation Summaries	☐	☐
Rental Property Summaries	☐	☐
Please provide details of all investments/property **sold or disposed** during the year. This may include the following:	☐	☐
Date of disposal	☐	☐
Consideration received	☐	☐
Copy of Contract for Purchase		
Copy of Settlement Statement	☐	☐

Expenditure

	Attached	N/A
Please provide a list of trade creditors as at 30 June.	☐	☐
Please provide details of any major prepayments (any expense paid in advance that spans two financial years) as at 30 June. For example:	☐	☐
Subscriptions	☐	☐
Insurance	☐	☐
Internet / Phone Access	☐	☐
Legal Fees	☐	☐
Please provide details of any expenditure incurred personally by Directors on behalf of the business and not reimbursed.	☐	☐
Please provide support for all major expenditure allocated to repairs and maintenance.	☐	☐

Accounts Receivable

	Attached	N/A
Please provide a list of trade debtors as at 30 June.	☐	☐
Please provide a list of bad debts that have been written off or that are to be written off.	☐	☐

Payroll

	Attached	N/A
Please provide wages reconciliation at 30 June, including Single-Touch Payroll Finalisation Report.	☐	☐
Please provide confirmation from superannuation funds showing compulsory employee superannuation contributions, including date of payment.	☐	☐
Please provide a schedule of leave entitlements as at 30 June including the following:	☐	☐
Employee Name	☐	☐
Number of Days Owed	☐	☐
Entitlement Amount $	☐	☐

Leases / Hire Purchase

	Attached	N/A
Please provide a copy of any finance/lease/hire purchase agreements **entered into** during the year.	☐	☐
Please provide details for any agreements (finance/lease/hire purchases) **paid out** during the year.	☐	☐
Please provide details for any agreements (finance/lease/hire purchases) **refinanced** during the year.	☐	☐

Other Useful Information

	Attached	N/A
Bank account name, BSB and account numbers	☐	☐
Last year's tax returns	☐	☐
Prior year losses	☐	☐

Notes: _____