



Business Return Information Checklist 2011

Client name: _____ Email: _____

Information Required	Supplied
1. 30 June 2011 Statements on all investment or operating accounts	<input type="checkbox"/>
2. 30 June 2011 Statements on all loan accounts and credit facilities	<input type="checkbox"/>
3. Employee PAYG Payment Summaries (Group Certificates) &/or end of year Summary Statement	<input type="checkbox"/>
4. Full details of any assets (equipment/property /shares) acquired & disposed of by business, including trade-in details This will help ensure the Investment Allowance is correctly claimed where appropriate	<input type="checkbox"/>
5. Details of business related expenses paid from personal funds (not yet accounted for)	<input type="checkbox"/>
6. Any new Lease or Hire Purchase Agreements entered into during the year	<input type="checkbox"/>
7. New Loan contracts entered into during the year	<input type="checkbox"/>
8. Details of private percentages of expenses such as telephone, electricity & motor vehicle expenses (not yet accounted for)	<input type="checkbox"/>
9. Motor car log books	<input type="checkbox"/>
10. Travel diaries (where required)	<input type="checkbox"/>
Do you use a software package (e.g. MYOB, Quickbooks)?	
<input type="checkbox"/> Yes Please go to question 17	
<input type="checkbox"/> No Please continue to next question	
11. Debtors and creditors at 30 June 2011	<input type="checkbox"/>

- 12. Business income and expense records (such as Bank statements, cheque books, loan statements, deposit books, cash receipts/payments books or invoices and receipts with spreadsheet summaries where possible)
- 13. Bad debts written off during the year
- 14. Stock on hand at 30 June 2011
- 15. Full details of any interest/dividends/other income received
- 16. Details of Superannuation contributions paid during the year
Finally, for clients using software packages only
- 17. Software package backup file, with:
 - (a) Bank accounts reconciled to 30 June 2011
 - (b) Trade debtors & creditors reconciled
 - (c) Sundry accounts cleared where possible

Please attach this checklist with your 2011 tax information