



Taxation Services

REGISTERED TAX AGENT • ACCOUNTANT • BUSINESS ADVICE

CJ Taxation Services
Phone: (07) 5442 6679
Fax: (07) 5442 5688
Email: info@cjtaxationservices.com.au

Po Box 786
Cooroy QLD 4563

2016 Business Tax Return Checklist

TFN: _____

ABN: _____

Name:

Type of business:

Trading name:

.....

Postal address:

.....

Postal address changed from last tax return? YES/NO

Address:

.....

Contact person:

Telephone: (H) (W) (M).....

Email:

Contact person's position:



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Item	Completed/ Provided	Not Applicable
<ul style="list-style-type: none"> - Data file provided - User ID _____ - Password – provided _____ - Program version _____ 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
This data file was commenced on: _____ A note is attached explaining the reason if the data file is not a full year.	<input type="checkbox"/>	<input type="checkbox"/>
Accounts reconciled: <ul style="list-style-type: none"> - Bank accounts - Credit cards - Un-deposited funds - Electronic payments - Payroll cheque account - Cash drawer - Petty cash - Trade debtors and creditors - Inventory - BAS (incl. PAYG Withholding) reconciled to Balance Sheet - Any other clearing or suspense accounts - Other: _____ 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Private portion expenses <ul style="list-style-type: none"> - Accounts are clearly labelled e.g. "...incl. private portion" - The amounts are apportioned YES/ NO 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> - Asset Register- Details of any asset purchases/ sales provided inc. date, amount, asset details and; - Copies of any trade – in contracts or; - Major asset purchase contracts - Finance contracts 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Director's loan account, drawings account and inter-entity loan balances are checked and correct	<input type="checkbox"/>	<input type="checkbox"/>
Attached typed list with any queries or anything for the accountant to particularly look at	<input type="checkbox"/>	<input type="checkbox"/>
Wages PAYG Summary, PAYG Payment summaries provided	<input type="checkbox"/>	<input type="checkbox"/>
Bank statements and a copy of bank reconciliations provided (Consider loans not Included in ledger)	<input type="checkbox"/>	<input type="checkbox"/>
Stock on Hand/WIP balance	<input type="checkbox"/>	<input type="checkbox"/>