



Name: _____ Year: 01/07/2017 - 30/06/2018

Tax Planning Checklist

N.B. If you answer YES to any of the following questions, please supply the relevant data

Have you provided a copy of your business records? YES NO
Accounting Software & the latest Bank Statements
Software Version: _____
Password: _____

Do you have any other business loans?

Have you provided a list of debtors and/or creditors (showing GST components)?
If using an accounting package, review these and ensure they are correct

Did you have any stock on hand for resale?
If so please provide details of stocktake valued at cost price \$ _____

Have you purchased any assets? (Shares, plant, motor vehicle, property)
Please provide relevant invoices:
- Including date purchased and cost
- Hire Purchase or Finance documents (if applicable)
- Shares - Purchase Contracts
- Property - Contract, Settlement Statement

Have you sold any assets? (Shares, plant, motor vehicle, property)
Please provide:
- Sale date, trade-in documents (if applicable)
- Shares - sell contracts
- Property - Contract, Settlement Statement

Any Investment Income?
Please provide annual tax statement/s for the following (if applicable):
- Interest
- Dividends
- Investment or Trust Distributions
- Rental Income

Have you made any super contributions?
* Please provide copies of your most recent superannuation fund statements

Do you hold any personal insurances? (e.g Life, TPD)
*Please provide copies of the statements

Projected Income and Expenses to 30 June 2017

Expense (Description Amount (GST excl))		Income (Description Amount (GST excl))	
Electricity	\$ _____	Sales	\$ _____
Telephone	\$ _____		
Rates	\$ _____		
Repairs & Maintenance	\$ _____		
Wages	\$ _____		
Motor Vehicle Expenses	\$ _____		
Other	\$ _____		

Additional information

