



Name: Year: 01/07/2018 - 30/06/2019

Tax Planning Checklist

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

	YES	NO
Have you provided a copy of your reconciled software?		
Have you provided a copy of the latest bank statements to the reconciled date of your software?		
Do you have any other business loans? Please provide a copy of YTD statements		
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 copies of all relevant: - 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 copies of all relevant: - 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 2019 (Please provide budgeted income & expenses)

Additional information
