

## 2011 Company, Trust or Partnership Tax Return Checklist

Name of taxpayer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Preferred Contact No: \_\_\_\_\_

Information Required	Information Provided	Not Applicable
<p><b>Income</b></p> <p>Accounting information, including trial balance, P&amp;L and balance sheet</p> <p>Asset register detailing depreciable assets bought and sold or scrapped during the year</p> <p>Cashbook (if maintained)</p> <p>Copies of sell notes and settlement statements for shares sold (include original contract notes and settlement statements if possible)</p> <p>Copies of sell notes for units in managed funds sold (include original purchase notes if possible)</p> <p>Details of any other income, eg rental income</p> <p>Details of any other investment income</p> <p>Details of any subsidies, grants and payments received</p> <p>Details of interest and repayments received from shareholders</p> <p>Details of proceeds from disposal of capital assets</p> <p>Managed funds distribution statements, annual tax statements and capital gains statements</p> <p>Dividend statements</p>		
<p><b>Deductions</b></p> <p>Details of advertising and marketing expenses</p> <p>Details of bad debts actually written off during the year (provide documentary evidence)</p> <p>Details of bonuses and commissions paid to employees</p> <p>Details of bonuses and commissions paid to external parties</p> <p>Details of bonuses paid to directors</p> <p>Details of borrowing costs for new loans entered into during the year</p> <p>Details of directors' fees</p> <p>Details of donations of \$2 and over to registered charities</p> <p>Details of entertainment expenses</p> <p>Details of expenses incurred during the year associated with establishing, expanding, merging or liquidating the entity</p> <p>Details of fringe benefits tax paid (please provide FBT return lodged)</p>		



<b>Information Required</b>	<b>Information Provided</b>	<b>Not Applicable</b>
Details of interest on loans Details of lease expenses for motor vehicles, premises and equipment		
Details of legal expenses Details of lump sum payments (including retirement and redundancy) Details of motor vehicle expenses Details of prepayments Details of professional subscriptions and journals Details of rates, land taxes and insurance premiums Details of repairs and maintenance Details of research and development activities and expenses Details of royalties paid Details of salaries paid, including fringe benefits (provide PAYG summaries) Details of superannuation contributions for directors Details of superannuation contributions for employees Details of tax, and accounting and audit fees paid Details of travel expenses (include travel diaries)		
<b>Balance Sheet — Assets</b> Asset register detailing depreciable assets bought and sold or scrapped during the year Bank statements Cheque book butts and deposit books Copies of confirmation for any units in managed funds purchased Copies of contract notes and settlement statements for any shares purchased Details of any other investments purchased Details of CGT assets purchased during the year Details of leases entered into and terminated during the year Details of loans, payments, forgiveness of debts or provision for use of assets to shareholders or their associates Details of work-in-progress Listing of trade debtors with amounts outstanding Value of stock as at 30 June 2011 (and basis of valuation)		
<b>Balance Sheet — Liabilities</b> Accrued expenses (eg audit fees and bonuses) and unearned revenue Details of all loans Listing of trade creditors with amounts owing Provisions for long service leave and annual leave Statements from the lending authority detailing the opening and closing balances of existing loans during the financial year		



<b>Information Required</b>	<b>Information Provided</b>	<b>Not Applicable</b>
<b>Balance Sheet — Equity</b> Details of any changes to shareholding Details of loans from shareholders or partners Details of any increase or decrease to reserves		
<b>Additional Information — Company</b> Loans, payments, debt forgiveness, or use of assets given to shareholders or associates of the shareholders, if private company Auditor's report (if applicable) Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year Copies of minutes of company meetings If you have any doubt about any income or expenses the company has received or incurred, bring the documents in with you Any other information that you think is relevant		
<b>Additional Information — Trust</b> Unpaid present entitlements to a corporate beneficiary who is an associate of the trust Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year Copies of minutes of trust meetings, in particular distribution resolutions Copy of trust deed, if not already supplied Details of any units redeemed or issued during the year (for a unit trust) Details of any unpaid present entitlements to beneficiaries If trust's deed was amended during the year, please provide details If you have any doubt about any income or expenses the trust has received or incurred, bring the documents in with you		
<b>Additional Information — Partnership</b> Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year Copies of minutes of partnership meetings Copy of partnership agreement If the partnership was restructured during the year, please provide details If you have any doubt about any income or expenses the partnership has received or incurred, bring the documents in with you		