



ROSE GUERIN
CHARTERED ACCOUNTANTS

COMPANY, TRUST OR PARTNERSHIP TAX RETURN CHECKLIST 2015

This checklist has been prepared by Rose Guerin Chartered Accountants to assist clients to prepare for their 2015 tax return.

Business Details	Client One	Client Two (if applicable)
Name		
ABN/ACN		
Principal Place of Business		
Email Address		
Preferred Contact Number		
Bank Details	Client One	Client Two (if applicable)
Account Name		
BSB		
Bank Account Number		
Bank Name and Branch		



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Category	Description	Tick if attached
Income & Expenses	Files from accounting software or cloud applications. (MYOB, XERO, Excel, etc.)	
	All bank/loan statements, cheque book butts and deposit slips.	
	Cash book if maintained.	
	Assets register detailing depreciable and CGT assets purchased or disposed during the year with date and amount figure.	
	Details of interest income from bank account, term deposits or ATO if any.	
	Copies of buy/sell contract notes if any for shares or units purchased or disposed during the year.	
	Dividend statements or trust distribution annual tax statements.	
	Details of any subsidies and grants received.	
	Details of interest or repayments received from shareholders or employees.	
	Rental statements detailing income and outgoings plus market valuation report if applicable.	
	Details of payroll related expense including salaries and wages (Annual PAYG summary statement and all payment summaries), commissions, director fees, workers compensation, payroll tax, superannuation for employees and directors, etc.	
	Details of Fringe Benefit Tax (FBT) paid including copy of FBT return lodged.	
	Details of motor vehicle expense including tax invoices, business use details (log books), sales details, loan statements, lease agreements or hire purchase agreements.	
Details of bad debts written off during the year.		



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Category	Description	Tick if attached
	Details of prepayments or accruals if any.	
Income & Expenses Cont'd	Details of accounting and auditing fees paid during the year.	
	Any other expenses including travel (overseas or domestic), entertainment, research and development	
	Details of any additional cash or credit card income or expenses.	
Balance Sheet ---All entities	Stock on hand figure as at 30 June 2015.	
	Work in progress figure as at 30 June 2015.	
	Debtors figure as at 30 June 2015.	
	Provisions for annual leave and long service leave.	
	Creditors figure as at 30 June 2015.	
Company	Details of loans, payments forgiveness of debts or provision for use of assets to shareholders or their associates including loan agreements.	
Trust	Details of any unpaid present entitlements to beneficiaries or associate private companies.	
Additional Information ---All entities	Copy of prior year's tax return lodged.	
	Copies of Business/Instalment activity statements lodged for the income year.	
	Copies of meeting minutes.	
	Any other information you think is relevant.	
Company	Copy of the Company Constitution, if not already supplied.	



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Category	Description	Tick if attached
	Details of any changes to shareholdings or directorships.	
Trust	Copy of the Trust Deed, if not already supplied.	
	Details of any units redeemed or issued during the year if applicable	
	Details of family trust election or interposed entity election if nay	
Partnership	Copy of the Partnership Agreement, if not already supplied.	

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