



**REGISTERED TAX AGENTS
& PUBLIC ACCOUNTANTS**

***REDUCING YOUR TAX
LIABILITY***

Tax Checklist – Small Business

Help us to provide you with prompt processing of your Business Tax Return. You can do this by providing us with the necessary supporting documents for any of the items below that apply to you. If you do not have all of the required documents and you have made an appointment, please continue to attend the appointment and arrangements can be made for the additional information to be forwarded in. You should also bring any other documents that you consider are relevant.

Please arrange to bring in or forward the following	Tick (✓) if included Write 'N/A' if not applicable
MYOB or Quickbooks electronic file	
Printout of draft Profit & Loss Statement and Balance Sheet	
Complete General Ledger Printout	
Bank Statements (01/07 – 30/06) – check all statements are there	
Cheque books (01/07 – 30/06)	
Deposit Books (01/07 – 30/06)	
Loan statements	
Invoices/contracts for asset purchases and sales	
30/06 Creditors Listing	
30/06 Debtors Listing	
30/06 Stock-take	
Assets scrapped or written off (details)	
Contracts/invoices for shares or property purchased or sold during the year	
Copy of last year's tax return and financial statements (new client's only)	
Motor vehicle log books	
Business Activity Statements (BAS)	
PAYG Withholding Tax Reconciliation	

[Ask your STP Accountant about Tax Planning Strategies and the benefits of Self Managed Superannuation Funds](#)