



## 2016 YEAR END CHECKLIST FOR BUSINESS TAX CLIENTS

DETAILS REQUIRED	YES/NO
1. MYOB/QuickBooks File  - Provide: Backup File, Transfer File or Accountants Copy - Provided On: AS Partners Secure Website, Email or CD  Version Number _____ Password _____  AS Partners Secure Website – Have you registered?	<input type="checkbox"/>
2. 2016 Tax refund, if applicable, to be banked into the following Business Bank Account:  Account Name _____ BSB _____ Account Number _____	<input type="checkbox"/>
3. Bank Statements for all business accounts or Bank Reconciliation Summary as at 30 <sup>th</sup> June 2016 including 30 <sup>th</sup> June Bank Statement.	<input type="checkbox"/>
4. Loan Statements for borrowing (existing and new) incurred by the business.	<input type="checkbox"/>
5. Contracts for acquisitions of major items of plant, equipment and vehicles, including Hire Purchase / Chattel Mortgage or Lease Documents.	<input type="checkbox"/>
6. For Building & Construction Industries - complete the Taxable Payments Annual Report for payments made to each contractor for building and construction services.	<input type="checkbox"/>
7. Details of Investments bought or sold during the year, e.g. Shares, Managed Funds	<input type="checkbox"/>
8. Wages Records to include PAYG Annual Summary and copies of all PAYG Summaries issued to employees.	<input type="checkbox"/>
9. WorkCover Declaration and Certificate Return.	<input type="checkbox"/>
10. Review 2015 Depreciation Schedule and highlight items that are obsolete.	<input type="checkbox"/>

- 11. Closing stock figure as per your stock take as at 30<sup>th</sup> June 2016.
- 12. Details of your Trade and Non-Trade Creditors as at 30<sup>th</sup> June 2016, not required if maintained by a computerised system. If computerised, ensure is reconciled.
- 13. Details of your Trade and Non-Trade Debtors as at 30<sup>th</sup> June 2016, not required if maintained by a computerised system. If computerised, ensure is reconciled.
- 14. Fringe Benefits – Motor Vehicle Declaration.
- 15. Dividend Notices relating to Dividend Income received during the year.
- 16. Statement of Distributions cash account and tax statement, relating to Income from Managed Fund.
- 17. Rental Income annual statement and details of expenses including interest to bank.
- 18. Contracts of Purchase / Sale of properties and Statement of Adjustments.
- 19. Term Deposits / Commercial Bill Statements.
- 20. Annual Statements from Agri-Business Investments.
- 21. Any other information suitable in assisting with preparation of return.
- 22. Items relating to Personal Returns
  - a. Private Health Insurance – Tax Statement for each individual.
  - b. Medical Expenses Summary – Please refer to 2016 Individual Checklist
  - c. Dividend and Distribution Statements
  - d. Details of Purchase or Sale of Shares and Properties.
  - e. Details of Children/Dependents – names and date of birth.
  - f. Rental Income / Expense details.

**Are you covered or in need of information concerning:**

- AS Partners Secure Returns
- Income Protection Insurance
- Business Insurance
- Tax Audit Insurance
- Business Benchmarking
- Financial Planning
- Superannuation and Insurance