

# 2017 Tax Time Checklist

## Company, Trusts, Partnerships and Sole Traders

Thanks for selecting Stewarts Accountants to prepare your 2017 tax return. We have put together this checklist to assist you with preparing the required documentation for your visit. If you have any questions ahead of your visit or are unsure of what you should bring, please contact our office 03 5442 2966.

<b>FINANCIAL RECORDS</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> If using a cloud based accounting program, such as Xero, send us an invitation to access your account if we have not previously been granted access</li> <li><input type="checkbox"/> If using desktop software such as Reckon, Quickbooks or MYOB we require a backup copy of a reconciled data file Version: _____ User ID: _____ Password: _____</li> </ul> <p>If you are not using a cloud based accounting program or desktop software mentioned above, please ensure you bring the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cash book or summary of income and expenses</li> <li><input type="checkbox"/> Wages book (if applicable)</li> <li><input type="checkbox"/> Copies of activity statements lodged with the ATO including supporting work papers (if applicable)</li> </ul> <p><i>During your visit, ask your Stewarts' accountant about the benefits of switching to a cloud based program.</i></p>
<b>BANK ACCOUNTS AND LOANS</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all bank accounts and loan accounts have been reconciled as at 30 June 2017</li> <li><input type="checkbox"/> Copies of bank and credit card statements showing the balances as at 30 June 2017 for all accounts</li> <li><input type="checkbox"/> All term deposit certificates for the year</li> <li><input type="checkbox"/> Loan statements for the period 1 June 2016 to 30 June 2017</li> </ul>
<b>EMPLOYEES</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Copies of PAYG payment summaries issued to employees</li> <li><input type="checkbox"/> A copy of the annual PAYG payment summary statement</li> <li><input type="checkbox"/> Payroll tax annual reconciliation form and supporting documentation (if applicable)</li> </ul>
<b>STOCK ON HAND / WORK IN PROGRESS</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Stock take / inventory listing as at 30 June 2017</li> <li><input type="checkbox"/> Record of livestock including the number of births and deaths during the year (if applicable)</li> <li><input type="checkbox"/> Value of work in progress as at 30 June 2017</li> </ul>
<b>DEBTORS</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Details of trade debtors (if not using software to track these)</li> <li><input type="checkbox"/> Identify and list any bad debts if applicable</li> </ul>
<b>PROPERTY, PLANT AND EQUIPMENT</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Copies of finance documents and/or loan agreements for any new assets purchased that have been funded by finance</li> <li><input type="checkbox"/> Copies of invoices for any major assets purchased</li> <li><input type="checkbox"/> Details of any assets sold or no longer in use</li> <li><input type="checkbox"/> Details of any hire purchase / lease contracts paid out or refinanced during the financial year</li> </ul>
<b>OTHER</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> If you are subject to subcontractor reporting, please confirm that you have submitted the <i>Taxable Payments Annual Report</i> to the Australian Taxation Office (ATO) for the year ended 30 June 2017</li> <li><input type="checkbox"/> Annual rental statements for all rental properties</li> <li><input type="checkbox"/> Dividend statements, Buy &amp; Sell contracts, annual statements and any other information received in relation to investments</li> <li><input type="checkbox"/> Details of all interest amounts received including those from sources other than financial institutions</li> <li><input type="checkbox"/> Details of any superannuation contributions made, including the date, amount and superannuation fund</li> </ul>