

20th YEAR END CHECKLIST FOR BUSINESS TAX CLIENTS

DETAILS REQUIRED	YES/NO
1. MYOB/QuickBooks File	
- Provide: Backup File, Transfer File or Accountants Copy	<input type="checkbox"/>
- Provided On: AS Partners Secure Website, Email or CD	
Version Number _____ Password _____	
AS Partners Secure Website – Have you registered?	
2. 2020 Tax refund, if applicable, to be banked into the following Business Bank Account:	
Account Name _____	<input type="checkbox"/>
BSB _____ Account Number _____	
3. Bank Statements for all business accounts or Bank Reconciliation Summary as at 30 th June 2020 including 30 th 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 2019 Depreciation Schedule and highlight items that are obsolete.	<input type="checkbox"/>

- 11. Closing stock figure as per your stock take as at 30th June 2020.
- 12. Details of your Trade and Non-Trade Creditors as at 30th June 2020, not required if maintained by a computerised system. If computerised, ensure is reconciled.
- 13. Details of your Trade and Non-Trade Debtors as at 30th June 2020, 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 2020 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