



**Alexander
Spencer**

T: 03 8199 3000

F: 03 8199 3099

ABN: 21 109 303 814

www.aspartners.com.au

PO Box 95 Burwood VIC 3125

1414 Toorak Road Camberwell VIC 3124

2020 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?

☐

2. 2020 Tax refund, if applicable, to be banked into the following Business Bank Account:

Account Name _____

BSB _____ Account Number _____

☐

3. Bank Statements for all business accounts or Bank Reconciliation Summary as at 30th June 2020 including 30th June Bank Statement.

☐

4. Loan Statements for borrowing (existing and new) incurred by the business.

☐

5. Contracts for acquisitions of major items of plant, equipment and vehicles, including Hire Purchase / Chattel Mortgage or Lease Documents.

☐

6. For Building & Construction Industries - complete the Taxable Payments Annual Report for payments made to each contractor for building and construction services.

☐

7. Details of Investments bought or sold during the year, e.g. Shares, Managed Funds

☐

8. Wages Records to include PAYG Annual Summary and copies of all PAYG Summaries issued to employees.

☐

9. WorkCover Declaration and Certificate Return.

☐

10. Review 2019 Depreciation Schedule and highlight items that are obsolete.

☐

- | | |
|---|--------------------------|
| 11. Closing stock figure as per your stock take as at 30 th June 2020. | <input type="checkbox"/> |
| 12. Details of your Trade and Non-Trade Creditors as at 30 th June 2020, not required if maintained by a computerised system. If computerised, ensure is reconciled. | <input type="checkbox"/> |
| 13. Details of your Trade and Non-Trade Debtors as at 30 th June 2020, not required if maintained by a computerised system. If computerised, ensure is reconciled. | <input type="checkbox"/> |
| 14. Fringe Benefits – Motor Vehicle Declaration. | <input type="checkbox"/> |
| 15. Dividend Notices relating to Dividend Income received during the year. | <input type="checkbox"/> |
| 16. Statement of Distributions cash account and tax statement, relating to Income from Managed Fund. | <input type="checkbox"/> |
| 17. Rental Income annual statement and details of expenses including interest to bank. | <input type="checkbox"/> |
| 18. Contracts of Purchase / Sale of properties and Statement of Adjustments. | <input type="checkbox"/> |
| 19. Term Deposits / Commercial Bill Statements. | <input type="checkbox"/> |
| 20. Annual Statements from Agri-Business Investments. | <input type="checkbox"/> |
| 21. Any other information suitable in assisting with preparation of return. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |

Are you covered or in need of information concerning:

- | | |
|--------------------------------|--------------------------|
| • AS Partners Secure Returns | <input type="checkbox"/> |
| • Income Protection Insurance | <input type="checkbox"/> |
| • Business Insurance | <input type="checkbox"/> |
| • Tax Audit Insurance | <input type="checkbox"/> |
| • Business Benchmarking | <input type="checkbox"/> |
| • Financial Planning | <input type="checkbox"/> |
| • Superannuation and Insurance | <input type="checkbox"/> |