



2021 Tax Checklist For Business Owners

Required Details

1. MYOB/QuickBooks File

N/A

- Provide: Backup File, Transfer File or Accountants Copy
- Provide Via: Email or DropBox

Version Number _____ Password _____

2. 2021 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 2021 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. Taxable Payments Annual Report for payments made to each contractor for:

- Building and Construction Services
- Cleaning Services
- Courier Services
- IT Services
- Security 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 (not required if on STP).

N/A

- 9. WorkCover Declaration and Certificate Return.
- 10. Review 2020 Depreciation Schedule and highlight items that are obsolete.
- 11. Closing stock figure as per your stock take as at 30th June 2021
- 12. Details of your Trade and Non-Trade Creditors as at 30th June 2021, 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 2021, 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. Any other information suitable in assisting with preparation of return.
- 21. Items relating to Personal Returns - See 2021 Individual Checklist on our website

Questions?

Please do not hesitate to contact us with any queries you may have.

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