

BUSINESS CHECKLIST

Legal name

Postal address

Mobile number

Email address

RECORDKEEPING – Please provide as appropriate

PROVIDED

N/A

- Provide a backup of your **accounting file**

<input type="checkbox"/>	<input type="checkbox"/>
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Name of program

Version number

Password

- Provide Ascot Accounting access to your **online accounting file**.

<input type="checkbox"/>	<input type="checkbox"/>
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- If not using an accounting package, please provide a **summary** of all income and expenses.

<input type="checkbox"/>	<input type="checkbox"/>
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BUSINESS ACCOUNTS AND BUSINESS LOANS

- Provide copies of statements for all **bank accounts** showing balances as at 30 June.

<input type="checkbox"/>	<input type="checkbox"/>
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- Provide copies of statements for all **loans** up to and including 30 June.

<input type="checkbox"/>	<input type="checkbox"/>
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- Provide copies of **credit card statements** up to and including 30 June.

<input type="checkbox"/>	<input type="checkbox"/>
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INCOME

- Did you receive any **interest income**?

<input type="checkbox"/>	<input type="checkbox"/>
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- Please provide name of bank, account details and total interest received during year.

- Did you receive any **distributions from other trusts/partnerships**?

<input type="checkbox"/>	<input type="checkbox"/>
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- Please provide copies of the tax returns or if distribution was received from public unit trust, please provide copies of the annual distribution summaries.

- Did you receive any **rental income**?

<input type="checkbox"/>	<input type="checkbox"/>
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- Please provide copies of annual or monthly rental statements. If property was acquired during the year, please provide settlement statement and purchase documents.

- Did you receive any **dividend income**?

<input type="checkbox"/>	<input type="checkbox"/>
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- Please provide copies of all dividend statements.

- Any **other income**

<input type="checkbox"/>	<input type="checkbox"/>
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- Please provide details of any other income received that is not listed above.

CAPITAL GAINS

If you **sold any assets** such as shares or property during the year, please provide:

- Purchase documentation e.g. *purchase contract, settlement statement*
- Sale documentation e.g. *sale contract, settlement statement*

PROVIDED

N/A

ASSETS

If you **purchased any assets** during the year, please provide:

- Date purchased, description, and cost

MOTOR VEHICLE

If **motor vehicle** is being claimed for business related travel, please provide:

- A **logbook** and all motor vehicle related expenses, if applicable or
- Number of **kilometres travelled**.

SUPERANNUATION CONTRIBUTIONS

If you made any **contributions to a superfund for you or your employees**, please provide:

- Amount of contributions made for each employee

DISTRIBUTIONS TO BENEFICIARIES - TRUSTS ONLY

- Please provide a summary of the amounts distributed to each beneficiary.

Do you have any other details of information which you are unsure of and would like us to be aware of?