

## BUSINESS CHECKLIST

<b>Legal name</b>			
<b>Postal address</b>			
<b>Mobile number</b>		<b>Email address</b>	

<b>RECORDKEEPING – Please provide as appropriate</b>	PROVIDED	N/A						
<input type="checkbox"/> Provide a backup of your <b>accounting file</b>	<input type="checkbox"/>	<input type="checkbox"/>						
<table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th style="width: 33%; padding: 5px;">Name of program</th> <th style="width: 33%; padding: 5px;">Version number</th> <th style="width: 33%; padding: 5px;">Password</th> </tr> </thead> <tbody> <tr> <td style="height: 25px;"></td> <td style="height: 25px;"></td> <td style="height: 25px;"></td> </tr> </tbody> </table>	Name of program	Version number	Password					
Name of program	Version number	Password						
<input type="checkbox"/> Provide Ascot Accounting access to your <b>online accounting file</b> .	<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/> If not using an accounting package, please provide a <b>summary</b> of all income and expenses.	<input type="checkbox"/>	<input type="checkbox"/>						

<b>BUSINESS ACCOUNTS AND BUSINESS LOANS</b>		
<input type="checkbox"/> Provide copies of statements for all <b>bank accounts</b> showing balances as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Provide copies of statements for all <b>loans</b> up to and including 30 June.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Provide copies of <b>credit card statements</b> up to and including 30 June.	<input type="checkbox"/>	<input type="checkbox"/>

<b>INCOME</b>		
<input type="checkbox"/> Did you receive any <b>interest income</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Please provide name of bank, account details and total interest received during year.		
<input type="checkbox"/> Did you receive any <b>distributions from other trusts/partnerships</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Please provide copies of the tax returns or if distribution was received from public unit trust, please provide copies of the annual distribution summaries.		
<input type="checkbox"/> Did you receive any <b>rental income</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Please provide copies of annual or monthly rental statements. If property was acquired during the year, please provide settlement statement and purchase documents.		
<input type="checkbox"/> Did you receive any <b>dividend income</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Please provide copies of all dividend statements.		
<input type="checkbox"/> Any <b>other income</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 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
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

## ASSETS

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

- Date purchased, description, and cost

<input type="checkbox"/>	<input type="checkbox"/>
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## 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**.

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

## SUPERANNUATION CONTRIBUTIONS

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

- Amount of contributions made for each employee

<input type="checkbox"/>	<input type="checkbox"/>
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## DISTRIBUTIONS TO BENEFICIARIES - TRUSTS ONLY

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

<input type="checkbox"/>	<input type="checkbox"/>
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Do you have any other details of information which you are unsure of and would like us to be aware of?