

2010 Company, Trust or Partnership Tax Return Checklist

Name of taxpayer: _____

Address: _____

Preferred Contact No: _____

Information Required	Information Provided	Not Applicable
Income		
Accounting information, including trial balance, P&L and balance sheet	<input type="checkbox"/>	<input type="checkbox"/>
Asset register detailing depreciable assets bought, and sold or scrapped during the year	<input type="checkbox"/>	<input type="checkbox"/>
Cashbook (if maintained)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of sell notes and settlement statements for shares sold (include original contract notes and settlement statements if possible)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of sell notes for units in managed funds sold (include original purchase notes if possible)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other income such as rental income	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other investment income	<input type="checkbox"/>	<input type="checkbox"/>
Details of any subsidies, grants and payments received	<input type="checkbox"/>	<input type="checkbox"/>
Details of interest and repayments received from shareholders	<input type="checkbox"/>	<input type="checkbox"/>
Details of proceeds from disposal of capital assets	<input type="checkbox"/>	<input type="checkbox"/>
Managed funds distribution statements, annual tax statements and capital gains statements	<input type="checkbox"/>	<input type="checkbox"/>
Dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
Deductions		
Details of advertising and marketing expenses	<input type="checkbox"/>	<input type="checkbox"/>
Details of bad debts actually written off during the year (please provide documentary evidence)	<input type="checkbox"/>	<input type="checkbox"/>
Details of bonuses and commissions paid to employees	<input type="checkbox"/>	<input type="checkbox"/>
Details of bonuses and commissions paid to external parties	<input type="checkbox"/>	<input type="checkbox"/>
Details of bonuses paid to directors	<input type="checkbox"/>	<input type="checkbox"/>
Details of borrowing costs for new loans entered into during the year	<input type="checkbox"/>	<input type="checkbox"/>
Details of directors' fees	<input type="checkbox"/>	<input type="checkbox"/>
Details of donations of \$2 and over to registered charities	<input type="checkbox"/>	<input type="checkbox"/>
Details of entertainment expenses	<input type="checkbox"/>	<input type="checkbox"/>
Details of expenses associated with establishing, expanding, merging or liquidating the entity, which were incurred during the year	<input type="checkbox"/>	<input type="checkbox"/>
Details of fringe benefits tax paid (please provide FBT return lodged)	<input type="checkbox"/>	<input type="checkbox"/>

Information Required	Information Provided	Not Applicable
<p>Details of all loans</p> <p>Listing of trade creditors with amounts owing</p> <p>Provisions for long service leave and annual leave</p> <p>Statements from the lending authority detailing the opening and closing balances of existing loans during the financial year</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Balance Sheet — Equity</p> <p>Details of any changes to shareholding</p> <p>Details of loans from shareholders or partners</p> <p>Details of any increase or decrease to reserves</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Addition Information — Company</p> <p>Loans, payments or debt forgiveness made to shareholders or associates of the shareholders, if private company</p> <p>Auditor's report (if applicable)</p> <p>Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year</p> <p>Copies of minutes of company meetings</p> <p>If you have any doubt about any income or expenses the company has received or incurred, bring the documents in with you</p> <p>Any other information that you think is relevant</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Additional Information — Trust</p> <p>Unpaid present entitlements to a corporate beneficiary who is an associate of the trust</p> <p>Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year</p> <p>Copies of minutes of trust meetings, in particular distribution resolutions</p> <p>Copy of trust deed, if not already supplied</p> <p>Details of any units redeemed or issued during the year (for a unit trust)</p> <p>Details of any unpaid present entitlements to beneficiaries</p> <p>If trust's deed was amended during the year, please provide details</p> <p>If you have any doubt about any income or expenses the trust has received or incurred, bring the documents in with you</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Additional Information — Partnership</p> <p>Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year</p> <p>Copies of minutes of partnership meetings</p> <p>Copy of partnership agreement</p> <p>If the partnership was restructured during the year, please provide details</p> <p>If you have any doubt about any income or expenses the partnership has received or incurred, bring the documents in with you</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>