

2021 Company, Trust or Partnership Tax Return Checklist

Name of taxpayer: _____

Address: _____

Preferred contact no.: _____

| Information | Information provided | Not applicable |
|--|--------------------------|--------------------------|
| Income | | |
| Accounting information, including trial balance, profit and loss, and balance sheet | <input type="checkbox"/> | <input type="checkbox"/> |
| Asset register detailing depreciable assets bought and sold or scrapped during the income 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 (and original contract notes and settlement statements if possible) | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of sell notes for units in managed funds sold (and 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 grants, subsidies, payments and rebates received (eg JobKeeper Payments) | <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 income year | <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 income year | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of director fees | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of donations of \$2 and over to deductible gift recipients | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of entertainment expenses | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of expenses incurred during the income year that were associated with establishing, expanding, merging or liquidating the entity | <input type="checkbox"/> | <input type="checkbox"/> |

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| Details of fringe benefits tax paid (and a copy of the FBT return lodged) | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of interest on loans | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of lease expenses for motor vehicles, premises and equipment | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of legal expenses | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of lump sum payments (including for retirement and redundancy) | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of motor vehicle expenses | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of prepayments | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of professional subscriptions and journals | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of rates, land taxes and insurance premiums | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of repairs and maintenance | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of research and development activities and expenses | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of royalties paid | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of salaries paid, including fringe benefits (provide PAYG summaries) | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of superannuation contributions for directors | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of superannuation contributions for employees | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of tax, and accounting and audit fees paid | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any assets purchased, including date of purchase and amount | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of travel expenses (provide travel diaries) | <input type="checkbox"/> | <input type="checkbox"/> |
| Balance sheet – assets | | |
| Asset register detailing depreciable assets bought and sold or scrapped during the income year | <input type="checkbox"/> | <input type="checkbox"/> |
| Bank statements | <input type="checkbox"/> | <input type="checkbox"/> |
| Cheque book butts and deposit books | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of confirmation for any units in managed funds purchased | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of contract notes and settlement statements for any shares purchased | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any other investments purchased | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of capital assets purchased during the income year | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of leases entered into and terminated during the income year | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of loans, payments, forgiveness of debts, or provision for use of assets to shareholders or their associates | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of work-in-progress | <input type="checkbox"/> | <input type="checkbox"/> |
| Listing of trade debtors with amounts outstanding | <input type="checkbox"/> | <input type="checkbox"/> |
| Value of stock as at 30 June 2021 (and basis of valuation) | <input type="checkbox"/> | <input type="checkbox"/> |
| Balance sheet – liabilities | | |
| Accrued expenses (eg audit fees and bonuses) and unearned revenue | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of all loans | <input type="checkbox"/> | <input type="checkbox"/> |

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| Listing of trade creditors with amounts owing | <input type="checkbox"/> | <input type="checkbox"/> |
| Provisions for long service leave and annual leave | <input type="checkbox"/> | <input type="checkbox"/> |
| Statements from lending authorities detailing the opening and closing balances of existing loans during the financial year | <input type="checkbox"/> | <input type="checkbox"/> |
| Balance sheet – equity | | |
| Details of any changes to shareholding | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of loans from shareholders or partners | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any increase or decrease to reserves | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional information – company | | |
| Loans, payments, debt forgiveness, or use of assets given to shareholders or associates of the shareholders, if private company | <input type="checkbox"/> | <input type="checkbox"/> |
| Auditor's report (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of minutes of company meetings | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any share buy-backs or share cancellations | <input type="checkbox"/> | <input type="checkbox"/> |
| Any of the following schedules (as applicable): | | |
| • losses (carry-forward tax losses and net capital losses exceed \$100,000); | <input type="checkbox"/> | <input type="checkbox"/> |
| • capital gains tax; | <input type="checkbox"/> | <input type="checkbox"/> |
| • dividend and interest; | <input type="checkbox"/> | <input type="checkbox"/> |
| • international dealings; | <input type="checkbox"/> | <input type="checkbox"/> |
| • non-individual PAYG payment summary; | <input type="checkbox"/> | <input type="checkbox"/> |
| • research and development (R&D) tax incentive | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional information – trust | | |
| Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of minutes of trustee meetings, in particular distribution resolutions | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of trust deed or any amendments during the income year, if not already supplied | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any units redeemed or issued during the income year (for a unit trust) | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any unpaid present entitlements to beneficiaries or associate private companies | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any elections eg family trust election, interposed entity election | <input type="checkbox"/> | <input type="checkbox"/> |
| If closely held trust (including family trust), any relevant notices eg tax file number (TFN) report, trustee beneficiary (TB) statement | <input type="checkbox"/> | <input type="checkbox"/> |

| Information | Information provided | Not applicable |
|---|---|---|
| <p>Additional information – partnership</p> <p>Copies of Business Activity Statements and/or Instalment 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 income year, please provide details</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>If a right to partnership income or capital was transferred, created, varied or terminated during the income year, please provide details</p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> |
| <p>Additional information – all entities</p> <p>Other receipts or outgoings received or incurred, where uncertain if assessable/deductible</p> <p>Details of cash flow boosts</p> <p>Details of any superannuation guarantee (SG) charge payments under the SG amnesty</p> <p>Copies of any employer shortfall exemption certificates</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> |