



Business Tax Documents Checklist

This checklist is designed to cover the documentation and information we need in order to complete your tax return and will assist you in gathering and providing us with all your information at tax time.

If you have any questions please contact our workflow manager. Amber Holmes - amber@byata.com.au

If you would like to send these items electronically please refer to the Annual Accounts Queries Questionnaire sent via email.

Required Records

If you are on **Xero**:

Access to your file (Instructions [Here](#))

Accounts are reconciled to 30 June

If you are on **MYOB**:

Back up of your file (Instructions [Here](#))

Accounts are reconciled to 30 June

A copy of PAYG Payment Summary Statement and Payment Summaries for all employees.

How many employees:

If you are on **QuickBooks** desktop version:

Accounts are reconciled to 30 June

Profit and Loss standard

Balance Sheet Standard

Balance Sheet Prev Year Comparison

General Ledger detail

Payroll Summary

Payroll transaction by Payee

A copy of PAYG Payment Summary Statement and Payment Summaries for all employees.

How many employees:

Bank, Credit Card & Loan Statements

Bank statements as at 30 June. **Please note if your accounts do not reconcile we will contact you to discuss your options.*

Credit card statements for all business credit cards as at 30 June. How many business accounts:

Loan statements for all business loans for the full financial year. How many business loans:

Motor Vehicles

If you hold motor vehicles in the business name please provide:

Log book (if a new log book was kept this financial year)

Tax invoice, finance contract and trade in value of old motor vehicle if you bought a new motor vehicle during the year.

If you use motor vehicles not in the business name please provide:

Approximate business kilometres travelled in this vehicle

Other Information Assets:

Did you sell any assets during the year? If so, please provide details of the sale

Did you finance the purchase of any assets (other than a car) during the year?

If so, please provide a copy of the invoice and a copy of the financing contract

Stock (if you have stock):

Value of stock on hand as at 30 June

Home Office (if you work from home):

Number of hours per week that you worked from home

Weekly rent

Percentage of floor space taken up by the home office (if you rent)