



The Peak Partnership  
BUSINESS ADVISERS

# TAX RETURN CHECKLIST COMPANY, TRUST, PARTNERSHIP

Ph: 07 3360 9888 [peakpartnership.com.au](http://peakpartnership.com.au)



CLIENT NAME

PHONE

ADDRESS

MOBILE

EMAIL

INFORMATION  
PROVIDED

NOT  
APPLICABLE

## INCOME

Accounting information, including trial balance, profit and loss, 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 you maintained one)	<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 (including agent statement and bank loan statements for the year)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other investment income	<input type="checkbox"/>	<input type="checkbox"/>
Details of any Government grants, subsidies, rebates or 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 (including documentary evidence)	<input type="checkbox"/>	<input type="checkbox"/>
Details of bonuses and commissions paid to employees, directors or external parties	<input type="checkbox"/>	<input type="checkbox"/>
Details of borrowing costs for new loans entered into during the year (including finance agreement)	<input type="checkbox"/>	<input type="checkbox"/>
Details of directors' fees	<input type="checkbox"/>	<input type="checkbox"/>
Details of donations of \$2.00 and over to deductible gift recipients (DGR)/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 a copy of the FBT return lodged)	<input type="checkbox"/>	<input type="checkbox"/>
Details of Payroll Tax paid (please provide a copy of the Payroll Tax return lodged)	<input type="checkbox"/>	<input type="checkbox"/>
Details of interest on loans, including supporting loan statements	<input type="checkbox"/>	<input type="checkbox"/>
Details of lease expenses for motor vehicles, premises and equipment (including lease agreement and repayment schedule)	<input type="checkbox"/>	<input type="checkbox"/>



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2022

## DEDUCTIONS (continued)

Details of lump sum payments (including retirement and redundancy)	<input type="checkbox"/>	<input type="checkbox"/>
Details of motor vehicle expenses and copies of applicable logbooks	<input type="checkbox"/>	<input type="checkbox"/>
Details of prepayments	<input type="checkbox"/>	<input type="checkbox"/>
Details of professional subscriptions, journals and memberships (inc. membership periods)	<input type="checkbox"/>	<input type="checkbox"/>
Details of rates, land taxes and insurance premiums (copy of land tax assessment and schedule)	<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 (please 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, accounting and audit fees paid	<input type="checkbox"/>	<input type="checkbox"/>
Details of legal expenses	<input type="checkbox"/>	<input type="checkbox"/>
Details of any assets purchased, including date of purchase and amount (including tax invoices)	<input type="checkbox"/>	<input type="checkbox"/>
Details of travel expenses (include travel diaries if possible)	<input type="checkbox"/>	<input type="checkbox"/>

## BALANCE SHEET—ASSETS

Asset register detailing depreciable assets bought and sold or scrapped during 2021-2022	<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 (including tax invoices, agreements, buy contracts)	<input type="checkbox"/>	<input type="checkbox"/>
Details of capital assets purchased during the year	<input type="checkbox"/>	<input type="checkbox"/>
Details of leases entered into and terminated during the year (including lease agreement, payout notice and/or repayment schedule)	<input type="checkbox"/>	<input type="checkbox"/>
Details of loans, payments or 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 2022 (and basis of valuation)	<input type="checkbox"/>	<input type="checkbox"/>



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## BALANCE SHEET—LIABILITIES

Accrued expenses (eg. audit fees and bonuses) and unearned revenue	<input type="checkbox"/>	<input type="checkbox"/>
Detailed ledger of all loans	<input type="checkbox"/>	<input type="checkbox"/>
Listing of trade creditors with amounts owing	<input type="checkbox"/>	<input type="checkbox"/>
Provisions for long service leave and annual leave, with breakdown of calculations	<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 shareholders, if private company	<input type="checkbox"/>	<input type="checkbox"/>
Auditor's report (if applicable or available)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of minutes of company meetings (if available)	<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 losses and net capital losses exceeding \$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 minutes of trust meetings, in particular distribution resolutions	<input type="checkbox"/>	<input type="checkbox"/>
Details of any units redeemed or issued during the 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, any relevant notices - eg. TFN report, trustee beneficiary (TB) statement	<input type="checkbox"/>	<input type="checkbox"/>
Copy of trust deed or any amendments during the year, if not already supplied	<input type="checkbox"/>	<input type="checkbox"/>



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## ADDITIONAL INFORMATION—PARTNERSHIP

Copies of minutes of partnership meetings	<input type="checkbox"/>	<input type="checkbox"/>
Copy of partnership agreement, if not already provided	<input type="checkbox"/>	<input type="checkbox"/>
If the partnership was restructured during the year, please provide details	<input type="checkbox"/>	<input type="checkbox"/>
If a right to partnership income or capital was transferred, created, varied or terminated during the year, please provide details	<input type="checkbox"/>	<input type="checkbox"/>

## ADDITIONAL INFORMATION—ALL ENTITIES

Copies of Business Activity Statements (BAS) lodged with the Australian Tax Office	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Instalment Activity Statements (IAS) lodged with the Australian Tax Office	<input type="checkbox"/>	<input type="checkbox"/>
Copies of any employer shortfall exemption certificates	<input type="checkbox"/>	<input type="checkbox"/>
If you have any doubt about income received/expenses incurred, please bring the documents with you	<input type="checkbox"/>	<input type="checkbox"/>
Any other information that you think is relevant	<input type="checkbox"/>	<input type="checkbox"/>