

INFORMATION FOR 2011 TAX RETURN CHECKLIST – COMPANY

For year ended 30th June 2011

IMPORTANT NOTE – WORKFLOW MANAGEMENT

As your Tax Returns may not be due for lodgement before March 2012, please send your information for the year ended 30th June 2011 and in addition, please advise:

- a. if your Return is required urgently (the normal turnaround time is six to eight weeks).
Yes No (refer to b)
- b. if your Return is not required urgently, indicate a turnaround period that would be suitable:
9 – 15 weeks 16 – 24 weeks Anytime before Due Date

We shall endeavour to ensure that the tax return of the Company is lodged with the ATO by the due date, provided ALL relevant information and documentation is received by 20th January 2012. This will allow us sufficient time for preparing and lodging the tax return. If the relevant information and documentation is not received by the due date, we may not be able to guarantee that the tax return is lodged in time.

NAME OF CLIENT: _____ DIRECTOR: _____

EMAIL ADDRESS: _____

COMPANY TFN: _____

NAMES OF BENEFICIARY/PARTNERS	DATE OF BIRTH	TAX FILE NUMBER, IF AVAILABLE

INCOME & EXPENSES:

1. Business Income & Expenses:

- if you provide a flash drive/memory stick with all your income & expenses in MYOB or Quicken format or a Trial Balance, Profit & Loss and Balance Sheet from your accounting software, we shall rely on the data that you provide to prepare the tax return;
- if you prepare and lodge your own quarterly BAS returns, please provide a copy of each of the BAS returns and we shall rely on the data that you lodged with ATO to reconcile your GST, wages and turnover etc;
- if you pay an ATO GST instalment amount every quarter, we shall prepare the Annual GST Return for you based on the data you provide, unless we are advised otherwise;
- if you do not use MYOB or Quicken, please forward the following documents to us, if applicable:
 - a. cashbooks;
 - b. bank statements from 1 July 2010 to 30 June 2011;
 - c. cheque butts;
 - d. deposit slips;

- e. expenses summaries/invoices;
- f. loan statements, if applicable;
- g. amounts of money that other entities, including the shareholders and directors, owe the Company in connection with the business as at 30 June 2011, if any;
- h. amounts of money that the Company owes other entities, including the shareholders and directors, in connection with the business as at 30 June 2011, if any;
- i. copies of BAS/IAS lodged with ATO, if applicable;
- j. PAYG Payment Summaries (group certificates) and annual reconciliation statement, if applicable.

Please note that we need the GST component of each expense so that we can work out the GST input tax credit claimed by the Company.

2. **Distribution from other trusts/partnership**

Do you receive distribution from other trust/partnership? Yes No

- if you received distribution from another private trust or partnership, please provide a copy of the tax return, if available;
- if you received distribution from public unit trust, please provide a copy of the annual distribution summary.

3. **Interest** (money received from your bank accounts)

Name of Bank	Account No.	Total Interest Received \$

4. **Dividends**

Please provide copies of dividend statements (including Dividends on shares participating in Dividend Re-investment Plans).

Name of Shares	Unfranked Dividend	Franked Dividend	Imputation Credit

5. **Capital Gain**

Did you sell any assets such as shares or property or receive any compensation amounts during the year ended 30th June 2011? Yes No

If yes, then please provide documentation relating to the purchase / cost and/or documents on sale / funds received etc.

6. **Rent**

Do you receive rental income? Yes No

If you do, please provide copies of the monthly rental statements or a copy of the annual rental summary, if available, for all rental properties. Please supply settlement sheets and purchase documents if you acquired property after 1st July 2010.

Also provide a list of all expenses paid from personal funds (other than from the Company's), e.g. loan interest, water rates, council rates etc.

7. **Any other income**

(Details of all receipts, e.g: fringe benefits from employee contributions, gross payments subject to foreign resident withholding, etc. during the financial year which do not fit into any of the above categories.)

Business Expenses

1. **Motor Vehicle:** Did you use your own car for business purposes through the year?

Yes No

If yes, please provide one of the following:-

Log Book Method – Business % use

Please provide details of all expenses you incurred over the financial year including repairs / maintenance, registration / insurance, fuel (can be estimated) etc.

If you have a loan for the vehicle, please provide details of the interest you paid over the year and the cost of the car. If you have a hire purchase, please provide a copy of the purchase contract.

If you had a lease for your vehicle, please provide figures of your lease payments.

Kilometres Method: If you have not kept a log book but used your car for business, let us know how many kilometres you have travelled for business in 2011. The maximum the tax office allows you to claim using this method is 5000 kilometres.

Kilometres: _____

Car Engine Size: (in litres e.g. 1.6 litres): _____

2. If you use MYOB or Quicken, please provide a copy of the file on a floppy disk or CD-ROM. If you keep manual records of your expenses, please provide a list of expenses paid by the Company in 2011, with supporting documents, if any, for such expenses. We shall rely on the summary to prepare your financials and tax return.

3. **Tax Loss**

Does the Company have a loss to be brought forward from prior year? Yes No

Was there any change in the business nature in 2011? Yes No

4. **Superannuation**

Has the Company made any contribution to a superannuation fund for its employees/directors?

Yes No

If yes, please provide the names of the Funds and the amount of contributions made for each employee/director.

5. **Other Deductions – show only expenses not listed at any other item.**

Any other information which you would like us to be aware of:

6. **Fringe Benefits for Employees – payments made on behalf of employees**

Please provide a list of the amounts paid to or on behalf of each employee. If you have any query, please give us a call.

7. **Simplified Tax System (STS)**

If you carry on a business and your annual turnover is less than \$1 million, you may be eligible for joining the STS. The benefits of being a STS taxpayer are, among other things:

- **cash accounting method** that recognises most business income and expenses only when they are received and paid
- **simplified trading stock rules** where businesses only need to conduct stock takes and account for changes in the value of trading stock in limited circumstances, and
- **simplified depreciation rules** where most depreciating assets costing less than \$1,000 each are written off immediately. Most other depreciating assets are pooled and deducted at a rate of either 30% or 5% depending on their effective life.

Do you wish to join/remain in the STS? Yes No Maybe*

* - please call your Client Manager who can answer any query you may have on this issue.

Please note that you are required to forward all the above documents to us for preparing your financial statements and tax return. The above list of documents, while being quite comprehensive, is not meant to be exhaustive. If you are not certain whether additional information/documents are required or some of the documents are missing, please feel free to give us a call.