

# COMPANY, TRUST, PARTNERSHIP & SOLE TRADER DOCUMENT CHECKLIST

## Do you need to bring any of the following?

- Previous year's accounts and tax returns; if new company - Constitution and if new Trust, Trust Deed
- Soft copy of accounts (i.e. if prepared on MYOB)
  - Include copy of bank reconciliations at year - end
- If no soft copy - Bank Statements with details of each transaction (either receipts or pencilled - in notes)
- Step up fees
- Copy of finance/operating leases, rental and hire purchase agreements
- All investment documentation (i.e. share purchases/sales, interest & dividend statements etc)
- Details of debtors and creditors if operating on an accrual basis
- Business Loan documentation
- Details of personal use of business assets (i.e. motor vehicle)
- Motor Vehicle - Receipts, invoices, diary entries/log book or odometer records
- Depreciation schedules & details of asset purchases & sale throughout the financial year
- Other details pertaining directly to industry business operates in
- Any other details of business transactions (i.e. purchases, sales, unusual transactions)
- Copy of PAYG Payment Summary provided to the Tax Office
- Details of dividends (if company) and distributions (if trust) throughout the year
- Logbook details for motor vehicles

***If you're in doubt of certain income and expenses you may have received or incurred, don't hesitate to bring the documents in with you.***

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