

**CHECKLIST FOR BUSINESS DOCUMENTS  
TO BE FORWARDED TO  
TAXABILITY ACCOUNTING SERVICES PTY LTD**

Please attach photocopies of the following documents and tick the appropriate box.

<u>DESCRIPTION</u>	<u>ATTACHED</u>	<u>N/A</u>
➤ Bank Reconciliation and Bank statement for June (or the last month of the quarter)	<input type="checkbox"/>	<input type="checkbox"/>
➤ Annual PAYG Withholding Summary Statement	<input type="checkbox"/>	<input type="checkbox"/>
➤ PAYG Withholding Summaries	<input type="checkbox"/>	<input type="checkbox"/>
➤ 30 <sup>th</sup> June Stocktake Sheets / Stock Value	<input type="checkbox"/>	<input type="checkbox"/>
➤ Dividends	<input type="checkbox"/>	<input type="checkbox"/>
➤ Share Holdings- (can be obtained from your broker)	<input type="checkbox"/>	<input type="checkbox"/>
➤ Loan Agreements	<input type="checkbox"/>	<input type="checkbox"/>
➤ Loans Statements (1 July – 30 June)	<input type="checkbox"/>	<input type="checkbox"/>
➤ Hire Purchase Agreements	<input type="checkbox"/>	<input type="checkbox"/>
➤ Purchase of Assets i.e. Motor Vehicle purchase agreement / invoice	<input type="checkbox"/>	<input type="checkbox"/>
➤ Sale of Assets	<input type="checkbox"/>	<input type="checkbox"/>
➤ Donations: include receipts for donations over \$100	<input type="checkbox"/>	<input type="checkbox"/>
➤ Business Activity Statements (BAS) from 1 July – 30 June	<input type="checkbox"/>	<input type="checkbox"/>
➤ Instalment Activity Statements (IAS) from 1 July – 30 June	<input type="checkbox"/>	<input type="checkbox"/>
➤ Superannuation Payments, including dates cleared through your bank account	<input type="checkbox"/>	<input type="checkbox"/>
➤ Insurance policies	<input type="checkbox"/>	<input type="checkbox"/>
➤ Fines and Penalties	<input type="checkbox"/>	<input type="checkbox"/>
➤ Other (i.e. notes to Accountant)	<input type="checkbox"/>	<input type="checkbox"/>
➤ A list of payables, (people you owe money)	<input type="checkbox"/>	<input type="checkbox"/>
➤ A list of receivables, (people who owe you money)	<input type="checkbox"/>	<input type="checkbox"/>
➤ Invoices for purchases of plant and equipment	<input type="checkbox"/>	<input type="checkbox"/>
➤ Work in progress reports (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

**BACKUP FILE OF YOUR ACCOUNTING  
SOFTWARE INCLUDED?**

Yes / No / Emailed to: