Below is a checklist of items required for the preparation of your taxation returns. Please review this checklist before your appointment and where possible bring the required information with you to the appointment.

Client: Appointment Date:
Time:

Gordon Mendes Accounting & Business Services Ph. (07) 3470 1111
Level 1 Suite 1.39 Orion Springfield Town Centre 1 Main Street Springfield Central

2010/2011 Tax Return Checklist

	Yes	No	N/A
Business Income & Expenses			
Computer Program *[MYOB/Quickbooks]* Backup on Disk or Email			
Password and Version for your Computer Program			
Bank Statements for Business Account			
Cheque Books			
Deposit Books			
Bank Statements for all Loan Accounts			
New Loan, Hire Purchase or Lease Agreements			
List of Creditors at 30 June 2011 showing GST component			
PAYG Withholding on Wages Owing at 30 June 2011			
List of Debtors at 30 June 2011 showing GST component			
List of Bad Debts for the Year and rasons for write-off			
Total Stock on Hand at 30 June 2011			
Livestock Numbers on Hand at 30 June 2011			
Details of Equipment Traded In on the Purchase of new Equipment			
BAS & IAS Statements for the Year			
Details of Superannuation Contributions for Business Owners			
Copy of PAYG Payment Summary Lodged with ATO			
Salary & Wages			
PAYG Summaries (formerly called Group Certificates)			
Centrelink Tax Statements			
Invoices for all Work Expenses			
- Motor Vehicle (and Log Book if applicable)			
- Travel			
- Uniforms			
- Self Education			
- Sun Protection Claim (if you work in the sun)			
- Other			

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2010/2011 Tax Return Checklist

	Yes	No	N/A
Receipts for Donations Made			
Spouse Income			
Details of Dependent Children [& education expense if applicable]			
Receipts for Income Protection Insurance			
Health Insurance Yearly Statement			
Medical Receipts (if yearly expenses net of refunds were greater than $1,500)			
Interest & Dividends			
Interest on All Bank Accounts Held			
Details of any Dividends Received			
Tax Statements from Managed Funds			
Details of Any Investments/Assets Sold (include both details of the purchase & the sale)			
Rental Property			
Details of all Rent Received (Agent Statements or Bank Statements)			
Details of all Expenses Relating to the Rental Property			
All Loan Statements Relating to the Rental Property			
Details of the Purchase/Sale of the Property (Settlement Letter & Contract)			

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Additional Notes and Questions You Wish To Raise