

2015 Company, Trust or Partnership Tax Return Checklist

Please note that this interview checklist has been prepared based on the draft form provided by the Australian Taxation Office at the time of writing.

Please circle **YES** or **NO** for each of the items listed below:

Entity Name	
Tax File Number (TFN)	
Has Name Changed Since Last Year?	Yes / No If Yes, previous name:
ABN (if applicable)	
Address	
Address (postal) <small>(Put 'as above' if the same)</small>	
Contact Name	
Telephone contacts	Mobile:
	Business Hours (work) :
	After Hours (home):
Email	
Electronic banking Details <small>(for refund if applicable)</small>	BSB:
	Account Number:
	Account Name:

Information Required	Information Provided	Not Applicable
<p>Income</p> <p>Accounting information, including trial balance, profit and loss (P&L) and balance sheet</p> <p>Asset register detailing depreciable assets bought and sold or scrapped during the year</p> <p>Cashbook (if maintained)</p> <p>Copies of sell notes and settlement statements for shares sold (and original contract notes and settlement statements if possible)</p> <p>Copies of sell notes for units in managed funds sold (and original purchase notes if possible)</p> <p>Details of any other income such as rental income</p> <p>Details of any other investment income</p> <p>Details of any subsidies, grants and payments received</p> <p>Details of interest and repayments received from shareholders</p> <p>Details of proceeds from disposal of capital assets</p> <p>Managed funds distribution statements, annual tax statements and capital gains statements</p> <p>Dividend statements</p>		
<p>Deductions</p> <p>Details of advertising and marketing expenses</p> <p>Details of bad debts actually written off during the year</p> <p>Details of bonuses and commissions paid to employees</p> <p>Details of bonuses and commissions paid to external parties</p> <p>Details of bonuses paid to directors</p> <p>Details of borrowing costs for new loans entered into during the year</p> <p>Details of directors' fees</p> <p>Details of donations of \$2 and over to registered charities</p> <p>Details of entertainment expenses</p> <p>Details of expenses incurred during the year that were associated with establishing, expanding, merging or liquidating the entity</p>		

Information Required	Information Provided	Not Applicable
<ul style="list-style-type: none"> Details of fringe benefits tax (FBT) paid (and a copy of the FBT return lodged) Details of interest on loans Details of lease expenses for motor vehicles, premises and equipment Details of legal expenses Details of lump sum payments (including for retirement and redundancy) Details of motor vehicle expenses Details of prepayments Details of professional subscriptions and journals Details of rates, land taxes and insurance premiums Details of repairs and maintenance Details of research and development activities and expenses Details of royalties paid Details of salaries paid, including fringe benefits (provide PAYG summaries) Details of superannuation contributions for directors Details of superannuation contributions for employees Details of tax and accounting and audit fees paid Details of any assets purchased, including date of purchase and amount Details of travel expenses (provide travel diaries) 		
<p>Balance Sheet – Assets</p> <ul style="list-style-type: none"> Asset register detailing depreciable assets bought and sold or scrapped during the year Bank statements Cheque book butts and deposit books Copies of confirmation of any units in managed funds purchased Copies of contract notes and settlement statements for any shares purchased Details of any other investments purchased Details of capital assets purchased during the year Details of leases entered into and terminated during the year Details of loans, payments, forgiveness of debts, or provision for use of assets to shareholders or their associates Details of work-in-progress Listing of trade debtors with amounts outstanding Value of stock as at 30 June 2014 (and basis of valuation) 		
<p>Balance Sheet – Liabilities</p> <ul style="list-style-type: none"> Accrued expenses (eg audit fees and bonuses) and unearned revenue Details of all loans 		

Information Required	Information Provided	Not Applicable
<p>Listing of trade creditors with amounts owing</p> <p>Provisions for long service leave and annual leave</p> <p>Statements from lending authorities detailing the opening and closing balances of existing loans during the financial year</p>		
<p>Balance Sheet – Equity</p> <p>Details of any changes to shareholding</p> <p>Details of loans from shareholders or partners</p> <p>Details of any increase or decrease in reserves</p>		
<p>Addition Information – Company</p> <p>Auditor’s report (if applicable)</p> <p>Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year</p> <p>Copies of minutes of company meetings</p> <p>Details of any share buy-backs or share cancellations</p>		
<p>Additional Information – Trust</p> <p>Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year</p> <p>Copies of minutes of trustee meetings, in particular distribution resolutions</p> <p>Copy of trust deed or any amendments during year, if not already supplied</p> <p>Details of any units redeemed or issued during the year (for a unit trust)</p> <p>Details of any unpaid present entitlements to beneficiaries or associate private companies</p> <p>Details of any elections eg family trust election, interposed entity election</p> <p>If closely held trust, any relevant notices eg tax file number (TFN) report, trustee beneficiary (TB) statement</p>		
<p>Additional Information – Partnership</p> <p>Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year</p> <p>Copies of minutes of partnership meetings</p> <p>Copy of partnership agreement</p> <p>If the partnership was restructured during the year, please provide details</p>		
<p>Additional Information – All Entities</p> <p>If you have any doubts about any income or expenses that the entity has received or incurred, bring the documents in with you</p> <p>Any other information that you think is relevant</p>		