



PEACOCKE

ACCOUNTANTS

BUSINESS CLIENT DOCUMENT CHECKLIST

IMPORTANT - In order to complete your Income Tax Return in a timely manner please complete the following checklist 'in full' and forward to our office along with any source documents.

By filling out this form you are confirming that the information you are providing us is correct to the best of your knowledge.

INSTRUCTIONS - please tick each box once the data is collected. Please indicate not applicable (N/A), next to the section or part thereof that may not apply to your business. Attach all papers requested and forward to Peacocke Accountants.

CLIENT NAME: _____

CLIENT ADDRESS: _____

FINANCIAL YEAR DATA

Data File Type	Date provided	Provided Via

BANK STATEMENTS/LOAN STATEMENTS

- All business accounts to 30 June (paper or scanned copies accepted)
- If your loan is not recorded on a computer programme please bring copy of loan statement for year.

DIVIDEND SLIPS/INTEREST BANK ACCOUNT

- Please provide a summary of all dividends/distributions received from shareholdings and bank accounts during the year ending 30 June.

WAGES PAID INFORMATION

- Copies of the PAYG Payment Summary Reconciliation for the year ending 30 June.
 - Details of allowances paid (travel etc) and how they were recorded eg: excluded in gross wages and shown as allowance.
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- Acknowledgement of Deduction Notice for Superannuation deductions if self employed.

YEAR END ITEMS

- Accounts Receivable - Amounts Income owed to you as at 30 June.
- Accounts Payable - Amounts that you owe suppliers as at 30 June. If paid in July then show a comment in July transactions eg June Account.

LIVESTOCK MOVEMENTS

	Opening Stock (1/7/--)	Add: Purchases	Add: Births	Less: Sales	Less: Deaths	Less: Rations	Equals Closing Stock (30/6/--)
Sheep							
Cattle							
Horses							
Others							

STOCK ON HAND - NON FARM

Please list the produce still held for sale as at the 30 June. Do not include produce that will be held for business use (and therefore not be sold).

Inventory	Quantity

**DID YOU HAVE ANY OF THE FOLLOWING TRANSACTIONS DURING THE YEAR?
IF SO PLEASE PROVIDE DOCUMENTATION**

a) Asset Sales/Trade Ins or Asset Purchases

- Motor Vehicles - Tax invoices
- Plant - Tax invoices
- Land - Settlement Statement, Solicitors Letter and Contract
- Shares - Contract Notice

b) Hire Purchase, Leases and other Financial Arrangements.

- Finance Documentation (Copies of Tax Invoice and Finance Agreement)

c) Interest Subsidies

- RAA Advice Letter

Out of pocket

- Tax Invoices for expenses paid for the trading entity with cash not recorded in the trading entities books.
- Personal VISA/Master Card Statements with business expenses highlighted and description given.

INDIVIDUAL TAX RETURN INFORMATION

Include the following information for other relevant individuals. Not all of these may apply to each individual.

INCOME

- Group Certificates/Payment Summaries for any work performed
- Payment Summaries or details from any Centrelink Payments Received
- Dividend information (Copies of Dividend Slips or a written summary)
- Managed Funds (copies of Annual Tax Statements)
- Interest information for personal bank accounts
- Farm Management Deposits/Withdrawals (Copies of Statements)
- Other Income Received

DEDUCTIONS

- Work related expenses (Copies of receipts)
- Work related car expenses (business km's travelled and type of car used & logbook information)
- Superannuation – If you have made contributions during the year to a public superannuation fund, please obtain the notice of intent to claim a tax deduction from the super fund so that contributions can be correctly treated in your tax return.
- Donations (Copies of Receipts) or written summary
- Self education expenses (Copies of Receipts)
- Other deductible expenses

RENTAL INCOME/PROPERTIES

- Income details or rental statements
- Rental summary if possible

- Details on loans, for rental property
- Expenses relating to rental property e.g. rates, insurance, repairs and maintenance and kilometres to and from rental property
- If purchased during the financial year, provide a copy of Settlement Statement, Solicitors Letter & the Contract Notice.

CAPITAL GAINS/LOSSES

- Shares sold during the year, please provide purchase & sale documents for the shares (a summary is fine)
- Shares bought during the year, please provide purchase documents for the shares
- Other assets sold/brought during the year, please provide all relevant documentation

PRIVATE HEALTH INSURANCE & MEDICAL EXPENSES

- Did you have private health insurance during the financial year? If so please provide the health fund annual statement

BANK ACCOUNT INFORMATION

The ATO will no longer issue cheques for tax refunds, they will now only deposit the refund due to your bank account. Please provide details of the bank account you want this payment to be deposited.

BSB: _____

Account number: _____

Account name: _____

ANY OTHER INFORMATION

- If you have any other information, which you feel may be relevant to or assist us in the preparation of the 2013 or future Income Tax Returns, please list below and/or send to our office, together with the completed checklist.

If you are in doubt about any part of this form, please do not hesitate to contact our office on (02) 6885 5594 or email admin@peacockeaccountants.com.au.