



## SOLE TRADER TAX RETURN CHECKLIST

Please complete all items in the required field(s), save to your local drive and email the document(s) and any attachment(s) to our office.

### DATA FILE

Provided    N/A

|                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

Reconciled XERO | MYOB | QUICKBOOKS data file as at 30 June

Copy of all physical bank statement(s) as at 30 June

Copy of all physical loan account statement(s) as at 30 June

### IF NOT USING XERO / MYOB / QUICKBOOKS, PROVIDE THE FOLLOWING:

|                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

Reconciled cashbooks (i.e. Excel file) for entire financial year (detailing all deposits and withdrawals)

Copy of all physical bank statement(s) for entire financial year (with manual narrations at each line item detailing nature of each transaction)

Copy of all physical loan account statement(s) as at 30 June

### GOVERNMENT INDUSTRY PAYMENTS

|                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

Details regarding any Government industry payments / registrations.

### EMPLOYEES

|                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

Copy of end of year finalised and lodged single touch payroll (STP) report.

Details regarding superannuation contributions paid for employees for the income year

### STOCK ON HAND / WORK IN PROGRESS

\$ \_\_\_\_\_ Value of closing stock on hand as 30 June

\$ \_\_\_\_\_ Value of work in progress at 30 June

### MOTOR VEHICLE

|                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

If not previously captured in Data Files provided please provide a detailed summary of all motor vehicle expenses (i.e fuel, registration, insurance, CityLink, repairs) for the income year

If a new motor vehicle has been purchased, please provide purchase contract and/a hire purchase or finance lease contracts.

\_\_\_\_\_ % Assuming a log book has been maintained please provide motor vehicle business use as a percentage (i.e. 60%)

\_\_\_\_\_ KM If no logbook has been maintained please provide the kilometers traveled (up to 5,000km)

### PLANT AND EQUIPMENT

|                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

Details regarding all assets (Description of asset / date sold / sale price)