

Are you carrying on a business as a sole trader, trust, company or partnership?

Checklist of items to be provided	Provided
<p>Please note this checklist is a general list aimed at covering most items but there may be further items also required that are not listed. We will never finish a tax return without speaking to your first to ensure we have covered all items</p>	
<p>If so we require evidence of all income and expense.</p> <p>Under the new TASA rules this means for all business income and expenses</p> <p>We cannot accept handwritten notes or bank statements as evidence of expenses, we must have the actual source documents.</p>	
<p>Where the majority of your income comes from personal services, we will discuss this with you</p>	
<p>Bank statements for the period of 1 July to 30 June</p> <p>Some banks provided transactions that may not be in actual order (NAB) hence we need the actual bank statement</p>	
<p>Credit card statements for the period of 1 July to 30 June</p> <p>The final credit card statement must cover the last day of the year, hence it will normally end in July</p>	
<p>CSV files when requested 1 July to 30 June</p> <p>Not all banks provide balances on CSV statements, hence a bank statement is also required</p>	
<p>Invoices and or receipts for all business expenses</p>	
<p>Fuel card statements for the period of 1 July to 30 June</p> <p>Some clients are happy to provide us with log in details if you would prefer us to download the required reports</p>	
<p>Logbook for car travel if you have newly completed a logbook</p> <p>The logbook must run for 12 consecutive weeks if for a passenger vehicle and 4 consecutive weeks if for a commercial vehicle</p> <p>A new logbook is required every 5 years or if the usage of the vehicle changes to what was detailed in the prior logbook</p>	
<p>If you were driving a new vehicle this year we require:</p>	

Purchase papers for new vehicle	
Loan contract for new vehicle loan	
Sale papers for old vehicle	
Loan payout evidence for old vehicle	
Travel expenses:	
Etag toll statements	
Parking receipts	
Overnight costs, including accommodation and food receipts	
Eftpos dockets do not suffice	
Insurance policy renewal documents	
Public liability	
Professional Indemnity	
Car	
Assets	
Machinery	
Trailer	
etc	
Subcontractor invoices	
Mobile phone bill invoices	
Internet plan invoices	
Motor vehicle registration notices for all business use assets	
This can be accessed via the My Vicroads app in the notification section, if you do not have a hardcopy. We require this to determine the correct GST as every registration cost is different	
For suppliers who provide monthly statements	
We also require the individual invoices for all purchases	
Some clients are happy to provide us with log in details, if they prefer us to download the required reports ie Bunnings	
For suppliers who you have accounts with	
We also require the individual invoices for all purchases	

Some clients are happy to provide us with log in details, if they prefer us to download the required reports ie Total Tools, Bunnings, Bowens etc as different expenses are claimed different ways	
Logbook re hours spent working from home throughout the year	
Electricity and gas bills for entire year re date of payments made if working from home for substantial hours or there is a business premises	
Gas is only required if related to heating or colling	
Stock on hand value as at 30 June if not already provided	
Business expenses paid in cash receipts/invoices if not already provided	
A note will not suffice	
Note	
Please also refer to the individual checklist, as this will also apply	
If you have a rental property, please also refer to the rental checklist, as this will also apply	