

BUSINESS CHECKLIST

Legal name			
Postal address			
Mobile number		Email address	

RECORDKEEPING – Please provide as appropriate

- ☐ Provide a backup of your **accounting file**

PROVIDED ☐ N/A ☐

Name of program	Version number	Password

- ☐ If not using an accounting package, please provide a **summary** of all income and expenses.

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BUSINESS ACCOUNTS AND BUSINESS LOANS

- ☐ Provide copies of statements for all **bank accounts** showing balances as at 30 June.
- ☐ Provide copies of statements for all **loans** up to and including 30 June.
- ☐ Provide copies of **credit card statements** up to and including 30 June.

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INCOME

- ☐ Did you receive any **interest income**?
- ☐ Please provide name of bank, account details and total interest received during year.
- ☐ Did you receive any **distributions from other trusts/partnerships**?
- ☐ Please provide copies of the tax returns or if distribution was received from public unit trust, please provide copies of the annual distribution summaries.
- ☐ Did you receive any **rental income**?
- ☐ Please provide copies of annual or monthly rental statements. If property was acquired during the year, please provide settlement statement and purchase documents.
- ☐ Did you receive any **dividend income**?
- ☐ Please provide copies of all dividend statements.
- ☐ Any **other income**
- ☐ Please provide details of any other income received that is not listed above.

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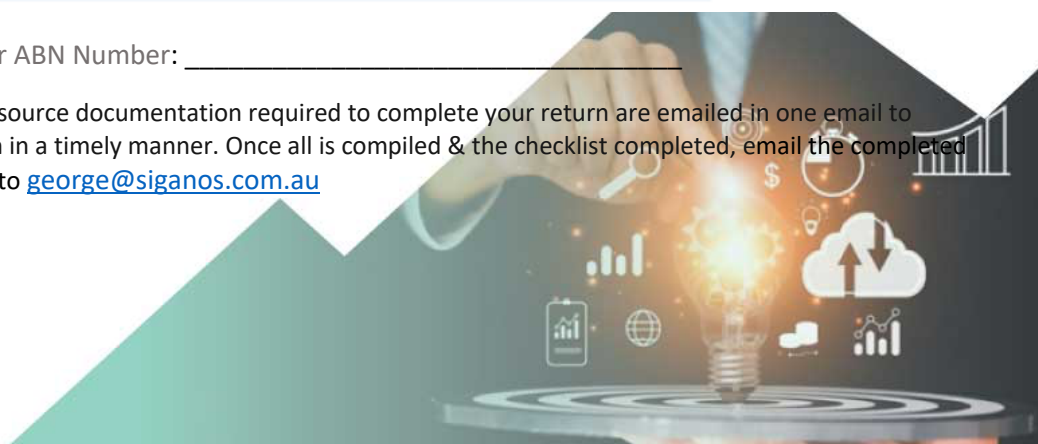
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Please provide your ABN Number: _____

Information & other source documentation required to complete your return are emailed in one email to attend to your return in a timely manner. Once all is compiled & the checklist completed, email the completed form & attachments to george@siganos.com.au



CAPITAL GAINS

If you **sold any assets** such as shares or property during the year, please provide:

- ☐ Purchase documentation *e.g. purchase contract, settlement statement*
- ☐ Sale documentation *e.g. sale contract, settlement statement*

PROVIDED	N/A
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ASSETS

If you **purchased any assets** during the year, please provide:

- ☐ Date purchased, description, and cost

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MOTOR VEHICLE

If **motor vehicle** is being claimed for business related travel, please provide:

- ☐ A **logbook** and all motor vehicle related expenses, if applicable or
- ☐ Number of **kilometres travelled**.

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SUPERANNUATION CONTRIBUTIONS

If you made any **contributions to a superfund for you or your employees**, please provide:

- ☐ Amount of contributions made for each employee

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DISTRIBUTIONS TO BENEFICIARIES - TRUSTS ONLY

- ☐ Please provide a summary of the amounts distributed to each beneficiary.

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Do you have any other details of information which you are unsure of and would like us to be aware of?

Any cryptocurrency Trading or income received using crypto currency? If yes provide documentation.

