



2020 COMPANY, TRUST OR PARTNERSHIP TAX RETURN/ACCOUNTS

OFFICIAL USE ONLY

☐ Meeting ☐ Email ☐ Phone ☐ Post

☐ Contact information verified/updated in Practice Management System

Full name of Entity	
ABN	
Address (street)	
Address (postal)	
Telephone	Mobile:
	Business Hours (work):
	After Hours (home):
Email (which is suitable to receive your confidential financial information)	
Electronic Banking Details (for refund if applicable)	BSB:
	Account Number:
	Account Name:
How do you wish to receive and sign your accounts? (please circle)	<div>Paper</div> <div>DocuSign</div> <div>Electronic (PDF attached to email)</div>

PLEASE RETURN COMPLETED FORM TO OUR OFFICE.

PLEASE INDICATE INFORMATION PROVIDED OR NOT APPLICABLE FOR EACH OF THE ITEMS LISTED.

ATTACH SUPPORTING DOCUMENTATION.

(IF APPLICABLE, WE ALSO REQUEST A LATEST BACKUP FILE OF OUR CLIENT'S ACCOUNTING SOFTWARE
OTHER THAN THE CLOUD BASED ACCOUNTING SOFTWARE WHICH WE ARE ABLE TO ACCESS)

INCOME		Information provided	Not applicable
1	Accounting information, including trial balance, profit and loss, and balance sheet	<input type="checkbox"/>	<input type="checkbox"/>
2	Asset register detailing depreciable assets bought and sold or scrapped during the year	<input type="checkbox"/>	<input type="checkbox"/>
3	Cashbook (if maintained)	<input type="checkbox"/>	<input type="checkbox"/>
4	Copies of sell notes and settlement statements for shares sold (and original contract notes and settlement statements if possible)	<input type="checkbox"/>	<input type="checkbox"/>
5	Copies of sell notes for units in managed funds sold (and original purchase notes if possible)	<input type="checkbox"/>	<input type="checkbox"/>
6	Details of any other income such as rental income	<input type="checkbox"/>	<input type="checkbox"/>
7	Details of any other investment income	<input type="checkbox"/>	<input type="checkbox"/>
8	Details of any subsidies, grants and payments and rebates received (e.g. Cash Flow Boost, VIC Government Grants, Jobkeeper payments)	<input type="checkbox"/>	<input type="checkbox"/>
9	Details of interest and repayments received from shareholders	<input type="checkbox"/>	<input type="checkbox"/>
10	Details of proceeds from disposal of capital assets	<input type="checkbox"/>	<input type="checkbox"/>
11	Managed funds distribution statements, annual tax statements and capital gains statements	<input type="checkbox"/>	<input type="checkbox"/>
12	Dividend statements	<input type="checkbox"/>	<input type="checkbox"/>

DEDUCTIONS		Information provided	Not applicable
1	Details of advertising and marketing expenses	<input type="checkbox"/>	<input type="checkbox"/>
2	Details of bad debts written off during the year	<input type="checkbox"/>	<input type="checkbox"/>
3	Details of bonuses and commissions paid to employees	<input type="checkbox"/>	<input type="checkbox"/>
4	Details of bonuses and commissions paid to external parties	<input type="checkbox"/>	<input type="checkbox"/>
5	Details of bonuses paid to directors	<input type="checkbox"/>	<input type="checkbox"/>
6	Details of borrowing costs for new loans entered into during the year	<input type="checkbox"/>	<input type="checkbox"/>
7	Details of director fees	<input type="checkbox"/>	<input type="checkbox"/>
8	Details of donations of \$2 and over to deductible gift recipients	<input type="checkbox"/>	<input type="checkbox"/>
9	Details of entertainment expenses	<input type="checkbox"/>	<input type="checkbox"/>
10	Details of expenses incurred during the year that were associated with establishing, expanding, merging, or liquidating the entity	<input type="checkbox"/>	<input type="checkbox"/>
11	Details of fringe benefits tax paid (and a copy of the FBT return lodged)	<input type="checkbox"/>	<input type="checkbox"/>
12	Details of interest on loans	<input type="checkbox"/>	<input type="checkbox"/>
13	Details of lease expenses for motor vehicles, premises, and equipment	<input type="checkbox"/>	<input type="checkbox"/>
14	Details of legal expenses	<input type="checkbox"/>	<input type="checkbox"/>

15	Details of lump sum payments (including for retirement and redundancy)	<input type="checkbox"/>	<input type="checkbox"/>
16	Details of motor vehicle expenses	<input type="checkbox"/>	<input type="checkbox"/>
17	Details of prepayments	<input type="checkbox"/>	<input type="checkbox"/>
18	Details of professional subscriptions and journals	<input type="checkbox"/>	<input type="checkbox"/>
19	Details of rates, land taxes and insurance premiums	<input type="checkbox"/>	<input type="checkbox"/>
20	Details of repairs and maintenance	<input type="checkbox"/>	<input type="checkbox"/>
21	Details of research and development activities and expenses	<input type="checkbox"/>	<input type="checkbox"/>
22	Details of royalties paid	<input type="checkbox"/>	<input type="checkbox"/>
23	Details of salaries paid, including fringe benefits (provide PAYG summaries)	<input type="checkbox"/>	<input type="checkbox"/>
24	Details of superannuation contributions for directors	<input type="checkbox"/>	<input type="checkbox"/>
25	Details of superannuation contributions for employees	<input type="checkbox"/>	<input type="checkbox"/>
26	Details of tax, and accounting and audit fees paid	<input type="checkbox"/>	<input type="checkbox"/>
27	Details of any assets purchased, including date of purchase and amount	<input type="checkbox"/>	<input type="checkbox"/>
28	Details of travel expenses (provide travel diaries)	<input type="checkbox"/>	<input type="checkbox"/>

BALANCE SHEET – ASSETS		Information provided	Not applicable
1	Asset register detailing depreciable assets bought and sold or scrapped during the year	<input type="checkbox"/>	<input type="checkbox"/>
2	Bank statements	<input type="checkbox"/>	<input type="checkbox"/>
3	Cheque book butts and deposit books	<input type="checkbox"/>	<input type="checkbox"/>
4	Copies of confirmation for any units in managed funds purchased	<input type="checkbox"/>	<input type="checkbox"/>
5	Copies of contract notes and settlement statements for any shares purchased	<input type="checkbox"/>	<input type="checkbox"/>
6	Details of any other investments purchased	<input type="checkbox"/>	<input type="checkbox"/>
	Any recent purchase of asset applies to Instant Asset Write-Off new rule from 12 March 2020 until 31 December 2020. For more details, please refer to https://www.ato.gov.au/Business/Depreciation-and-capital-expenses-and-allowances/Simpler-depreciation-for-small-business/Instant-asset-write-off/		
7	Details of capital assets purchased during the year	<input type="checkbox"/>	<input type="checkbox"/>
8	Details of leases entered into and terminated during the year	<input type="checkbox"/>	<input type="checkbox"/>
9	Details of loans, payments, forgiveness of debts, or provision for use of assets to shareholders or their associates	<input type="checkbox"/>	<input type="checkbox"/>
10	Details of work-in-progress	<input type="checkbox"/>	<input type="checkbox"/>
11	Listing of trade debtors with amounts outstanding	<input type="checkbox"/>	<input type="checkbox"/>
12	Value of stock as at 30 June 2020 (and basis of valuation)	<input type="checkbox"/>	<input type="checkbox"/>

BALANCE SHEET - LIABILITIES		Information provided	Not applicable
1	Accrued expenses (e.g. audit fees and bonuses) and unearned revenue	<input type="checkbox"/>	<input type="checkbox"/>
2	Details of all loans (secured & unsecured)	<input type="checkbox"/>	<input type="checkbox"/>
3	Listing of trade creditors with amounts owing	<input type="checkbox"/>	<input type="checkbox"/>
4	Provisions for long service leave and annual leave	<input type="checkbox"/>	<input type="checkbox"/>
5	Statements from lending authorities detailing the opening and closing balances of existing loans during the financial year	<input type="checkbox"/>	<input type="checkbox"/>

BALANCE SHEET - EQUITY		Information provided	Not applicable
1	Details of any changes to shareholding	<input type="checkbox"/>	<input type="checkbox"/>
2	Details of loans from shareholders or partners	<input type="checkbox"/>	<input type="checkbox"/>
3	Details of any increase or decrease to reserves	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL INFORMATION – IF A COMPANY		Information provided	Not applicable
1	Division 7A Loans, payments, debt forgiveness, or use of assets given to shareholders or associates of the shareholders, if private company	<input type="checkbox"/>	<input type="checkbox"/>
2	Auditor's report (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
3	Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year	<input type="checkbox"/>	<input type="checkbox"/>
4	Copies of minutes of company meetings	<input type="checkbox"/>	<input type="checkbox"/>
5	Details of any share buy-backs or share cancellations	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL INFORMATION – IF A TRUST		Information provided	Not applicable
1	Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year	<input type="checkbox"/>	<input type="checkbox"/>
2	Copies of minutes of trustee meetings, in particular distribution resolutions	<input type="checkbox"/>	<input type="checkbox"/>
3	Copy of trust deed or any amendments during year, if not already supplied	<input type="checkbox"/>	<input type="checkbox"/>
4	Details of any units redeemed or issued during the year (for a unit trust)	<input type="checkbox"/>	<input type="checkbox"/>
5	Details of any unpaid present entitlements to beneficiaries or associate private companies	<input type="checkbox"/>	<input type="checkbox"/>
6	Details of any elections e.g. family trust election, interposed entity election	<input type="checkbox"/>	<input type="checkbox"/>
7	If closely held trust, any relevant notices e.g. tax file number (TFN) report, trustee beneficiary (TB) statement	<input type="checkbox"/>	<input type="checkbox"/>

