



2021 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)	Paper	Electronic Signature Software	Electronic (PDF attached to email)

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	<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"/>
29	Details of payments made to contractors/sub-contractors (including TBAR)	<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 2021 (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"/>

