

**Accumul8 Accountants**Focal Point | 2nd Floor, 18 Second Ave,

Cotton Tree QLD 4558

PO Box 5609, Maroochydore BC QLD 4558

Phone [07] 5451 0455**Email** consult@accumul8.com.au**Website** www.accumul8.com.au

2019 Business Tax Return Checklist

Tax File Number:

ABN:

Client/Associate Name:

Nature of Business Activity/Industry:

Business/Trading Name:

Postal Address: Unit/Street/PO Box:

Street Name:

Suburb/Town:

State:

Postcode:

Postal address changed from last tax return?

Yes

No

Nominated Roles:

Director/Trustees/Partners:

First Name

Middle Name

Surname Name

Email:

Telephone: (M)

(W)

(H)

Nominated Roles:

Director/Trustees/Partners:

First Name

Middle Name

Surname Name

Email:

Telephone: (M)

(W)

(H)

Additional Information:

Contact Person:

Position

Bookkeeper:

Email:

Telephone:(M)

(W)

(H)

Did you know that we offer the following Services?

Home Loans – Do these require a health check?

Investment Loans – Do these require a health check?

Are you considering borrowing?

Do you have life or income protection insurance, would you like it reviewed?

Are you confident you are adequately insured, would you like it reviewed?

Would you like your Superannuation reviewed?

Would you consider investment strategies that minimise taxation?

Would you like to hear about Audit Insurance?

Information & Documents required for Year End Taxation & Accounting

	<p>Cloud Base Accounting Software Invitation sent to consult@acumul8.com.au</p> <p>Non-cloud based Accounting Software</p> <p>Back Up of the 'Reconciled' Data File (MYOB, QB - Intuit, Cash Flow Mgr) including:</p> <ul style="list-style-type: none"> - Program and Version _____ - User Name _____ Password _____ <p>If you use cloud based software (Xero, MYOB AccountRight Live, QuickBooks Online) please ensure we have access by forwarding an invitation to consult@acumul8.com.au</p>
<input type="checkbox"/>	Manual cashbook / excel spreadsheets (Please also provide a backup copy of the spreadsheets)
<input type="checkbox"/>	Provide Bank, Credit Card and Loan Statements for the financial year, including closing balances as at 30/06/2019
<input type="checkbox"/>	Check your Debtors and Creditors listing have been reconciled to end of year and any bad debts identified (if applicable)
<input type="checkbox"/>	Copies of the PAYG Payment Summary Statements submitted to the ATO
<input type="checkbox"/>	Has your Taxable Payments Annual Report (TPAR) been lodged (if applicable); Contractors in the Building and Construction Industries
<input type="checkbox"/>	Stock Balance at 30 June as per stocktake and/or Work In Progress (if applicable)
<input type="checkbox"/>	Tax Invoices for Motor Vehicles, Plant and Equipment or any assets purchased during the year more than \$1,000 purchase price
<input type="checkbox"/>	Finance Contracts for NEW loans, chattel mortgages, leases or hire purchase commenced during the year
<input type="checkbox"/>	Motor Vehicle expenditure including Log Book details, private use percentage for all Vehicles and/or kilometres travelled.
<input type="checkbox"/>	For any assets sold, provide the date of sale and sale price.

NEW CLIENTS

If this is the first year that we have prepared your Tax Return please provide a copy of your most recently lodged Income Tax Return and Financial Statements (if applicable) for our reference.

Authorisation to Release/Obtain of Information

Entity Authority Name:
DOB:
ABN/TFN:
Phone:

I, _____, _____ of, _____
(Name) (Position) (Entity and/or Address)

hereby authorise Accumul8 Accountants to obtain and release any information relevant to the ongoing management of my business activities and taxation affairs.

I understand that my authorisation will remain effective from the date of my signature until either:

1. My authorisation is revoked at any time by written, dated communication; or
2. My engagement as a client of Accumul8 Accountants ceases pursuant to written, dated communication.

I understand that all information released to Accumul8 Accountants will be handled confidentially and in compliance with all applicable laws and privacy regulations. I appreciate that revocation will not apply to information that has already been released based on this authorisation.

I understand that authorising the disclosure of this information is voluntary. I can refuse to sign this authorisation and do not need to sign this form to assure my engagement as a client of Accumul8 Accountants.

I have read and understand this form. I am the client listed, or am authorised to act on behalf of the client as the client's personal representative. I also permit the above authorisation to apply upon presentation of a photocopy of this authorisation.

Name of Client/Representative: _____

Signature of Client/Representative: _____ **Date:** _____



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Liability Limited by a scheme approved under Professional Standards Legislation