



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

2021 Business Tax Return Checklist

Tax File Number:/...../..... ABN:

Name:

Type of Business:

Business Name:

Postal Address:

.....

Postal address changed from last tax return? YES/NO

Address:.....

.....

Directors/Trustees/Partners:

Directors/Trustees/Partners:

Telephone: (H) (W) (M)

Email:

Additional Information:

Contact Person:.....Position.....

Bookkeeper: Email:

Telephone: (H) (W) (M)

Did you know that we offer the following Services?

Please circle as applicable

- Home Loans – Do these require a health check? Yes / No
- Investment Loans – Do these require a health check? Yes / No
- Are you considering borrowing? Yes / No
- Do you have life or income protection insurance, would you like it reviewed? Yes / No
- Are you confident you are adequately insured, would you like it reviewed? Yes / No
- Would you like your Superannuation reviewed? Yes / No
- Would you consider investment strategies that minimise taxation? Yes / No
- Would you like to hear about Audit Insurance? Yes / No

Information & Documents required for Year End Taxation & Accounting

| | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <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@accumul8.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 30/06/2018 |
| <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

| |
|--------------|
| Client 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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