CHECK LIST FOR DOCUMENTS WE REQUIRE TO COMPLETE A COMPANY/TRUST INCOME TAX RETURN

XERO / MYOB LIVE

- [ ] Invitations to be accepted (so we can access cloud)
- [ ] Username
- [ ] Password

MYOB AccountRight (electronically, CD, USB)

- [ ] MYO file
- [ ] Username
- [ ] Password

Quickbooks Trial Balance, Balance Sheet and Profit and Loss Statement for year ended 30 June 2014.

If accounting software not used, please provide

- [ ] Bank Statements for all bank accounts; Please highlight and provide a brief description on the statements of deposits that are not normal revenue items such as loans to the business and any payment transactions, including EFT's, that are not normal trading items.
- [ ] Cheque butts and deposit books for the year 01/07/2013 to 30/06/2014

Supporting documentation

- [ ] Bank statement showing 30 June 2014 for all bank accounts
- [ ] Investment statements as at 30/06/2014
- [ ] Loan account statements as at 30/06/2014
- [ ] MV changeovers eg. Car dealer contract of sale, trade in details
- [ ] HP/Lease documentation for agreements entered into during the financial year

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- ☐ Copies of other contracts affecting the entity's financials
- ☐ Details of refinancing arrangements
- ☐ BAS for each quarter (& month if applicable) unless lodged by us
- ☐ PAYG Payment Summary Statement 30/06/2014
- ☐ Details of any changes in the business, major asset acquisitions, loan repayments etc.

If you wish to forward your support documentation electronically, you can email it directly to fraser@bbandco.com.au or jasmine@bbandco.com.au or alternatively, provide us with a USB or CD with your information.

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