

Business Client Checklist

Client Name			
ABN:		TFN:	
Address:			
Suburb:		Post Code:	
Contact Person			
Name:		Ph:	
Mobile:		Email:	
Fax:			
Note:			

Case 1: If Using a Computer Program

Please Supply the Following Information

Cash book or ledger details as a backup. Please select one of the following:								
Cashman	MYOB	Quicken	QuickBook	Others:		Yes	No	N/A
Software version number:								
Please provide password (if applicable):								
Copies of bank and statement bank reconciliation as at 30 June for bank each account						Yes	No	N/A
Note:								

Case 2: If Not Using a Computer Program

Please supply the following information

➤ Cheque payment details or cheque butts	Yes	No	N/A
➤ Details of funds deposited to bank account	Yes	No	N/A
➤ Copies of bank statements as at 30 June of each bank account			
	Yes	No	N/A
➤ Copies of bank reconciliation as at 30 June for each bank account			
	Yes	No	N/A

Debtors:

➤ Please supply a list of money owing by customers as at 30 June			
	Yes	No	N/A

Stock:

➤ Please supply the value of stock on hand at 30 June with value of any work in progress stated separately	Yes	No	N/A
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Creditors:

➤ Please supply a list of supplier debts at 30 June	Yes	No	N/A
➤ Please advise amount of staff superannuation contributions unpaid as at 30 June and date paid	Yes	No	N/A
➤ Please supply credit card statements paid by the business up to and including 30 June	Yes	No	N/A
➤ Please attach a schedule of staff annual and long service leave entitlements at 30 June	Yes	No	N/A

Leases, Hire Purchase and Loans

➤ Please provide details of borrowings undertaken during the year	Yes	No	N/A
➤ Please state amount of loan establishment costs paid and date paid	Yes	No	N/A
➤ Please include statements and agreements relating to any loans, leases or HP agreements	Yes	No	N/A

Plant, Equipment, Vehicles, Investment and Other Assets

➤ Details of assets acquired during the year including date and cost	Yes	No	N/A
➤ Details of assets sold during the year including data and price	Yes	No	N/A
➤ Details of assets that have been scrapped, taken fro personal use or traded in	Yes	No	N/A
➤ Schedule of investments held as at 30 June, including cash management and term deposits	Yes	No	N/A
➤ Investments acquired during the year disclosing date, price paid	Yes	No	N/A
➤ Investments sold during the year disclosing date sold and price	Yes	No	N/A
➤ Details of investment income received during the year, including dividend statements, interest statements, annual trust taxation summaries	Yes	No	N/A

Salaries and PAYG Withholding

➤ Please supply copies of PAYG Payment Summaries issued at 30 June	Yes	No	N/A
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➤ Please supply a copy of your Annual PAYG Summary Statement			
	Yes	No	N/A

Transactions Not Through the Business

➤ Well all sales, fees and income banked and expenses paid through the business trading account?		
	Yes	No
➤ If not, please provide: <ul style="list-style-type: none"> • Details of the payments and how purchases and expenses were paid • Details of the application of revenue received and not banked through the business 		

Payment in Advance (Prepayments)

Are there any expenses paid before 30 June that relate partly or wholly to next year?			
➤ Subscriptions	Yes	No	N/A
➤ Software or equipment maintenance agreements	Yes	No	N/A
➤ Insurance	Yes	No	N/A
➤ Advertising including yellow pages contracts	Yes	No	N/A
➤ Other	Yes	No	N/A

Private Use

➤ Please provide details and dollar amounts of goods taken for private use \$_____ /Nil
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Other Information

➤ If there is any other information that you consider relevant, please attach

If we are preparing your return for the first time, please provide

➤ Copies of the most recent financial statements of each entity			
	Yes	No	N/A
➤ A copy of the last tax return of each entity	Yes	No	N/A