

A background image of two men in business attire sitting at a desk, looking at a laptop. The image is dimmed with a dark blue overlay. The man on the left is wearing a white shirt, and the man on the right is wearing a dark suit jacket over a white shirt and tie.

# Sole Trader Tax Return

Our services include Tax Returns,  
Bookkeeping, Financial Planning,  
Mortgage Broking, Asset finance  
and much more

## INFORMATION TO BE PROVIDED

- |  |  |
|--|--|
| <input type="checkbox"/> Backup of Computer Bookkeeping File (e.g. CFM, Quickbooks, MYOB etc) with Username & Password                             | <input type="checkbox"/> Value of Closing Stock at 30 June 2022  |
| <input type="checkbox"/> If cloud based (i.e. Xero), please invite accountant to access file   | <input type="checkbox"/> Motor Vehicle Expenses – please refer to separate <i>Motor Vehicle Checklist</i>  |
| <input type="checkbox"/> Manual Cash Book (i.e. Money Column or Ledger Book)   | <input type="checkbox"/> Details of Depreciable Assets purchased or disposed during 2022 Financial Year, including;<br>- Date of Acquisition & Disposal<br>- Consideration Paid & Received |
| <input type="checkbox"/> Business Bank Account Statements (including Cash Management Accounts)   | <input type="checkbox"/> Bad Debts or Prepaid Expenses   |
| <input type="checkbox"/> Business Loan Bank Statements   | <input type="checkbox"/> Superannuation Fund Intent to Claim Form  |
| <input type="checkbox"/> Motor Vehicle/Equipment Chattel Mortgage, Lease or Hire Purchase Contracts, and copies of any Tax Invoices for New Assets | <input type="checkbox"/> Superannuation Statements and Records   |
| <input type="checkbox"/> Copies of Business Activity Statements  | <input type="checkbox"/> Home Loan Statements (complimentary mortgage health check)  |
| <input type="checkbox"/> Copy of Staff PAYG Withholding Payment Summaries and Statement  | <input type="checkbox"/> Income Protection, Life, TPD, Trauma  |
| <input type="checkbox"/> Workcover Remuneration Certificate  | <input type="checkbox"/> Insurance Renewal Notices   |
| <input type="checkbox"/> Debtors (Receivables) and/or Creditors (Payables) at 30 June 2022   | <input type="checkbox"/> BSB and Acct No for Refunds   |

## INCOME

- |   |   |
|---|---|
| <input type="checkbox"/> Trading Income (Sales, fees, Contract Income, Commissions)                                     | <input type="checkbox"/> Rental Income  |
| <input type="checkbox"/> Refunds and Rebates from Suppliers   | <input type="checkbox"/> Government Payments (i.e Diesel Fuel Tax Credits Rebate, Grants, Subsidies, Apprentice/Trainee Payments) |
| <input type="checkbox"/> Interest Received (Term Deposit, Cash Management Trust, Bonus Saver Account, GST Account etc.) | <input type="checkbox"/> Sale of Asset Proceeds and Dates   |
| <input type="checkbox"/> Dividends Received on Shares and Managed Fund Statements                                       | <input type="checkbox"/> Insurance Recoveries, Compensation Payments  |
| <input type="checkbox"/> Profit & Loss statement from 1 July 2021 to 30 June 2022                                       | <input type="checkbox"/> Foreign Income & Foreign Tax Credits   |

## EXPENSES

Accounting Fees, Advertising & Promotion, Allowances Paid, Bank Fees, Bookkeeping Fees, Borrowing Expenses, Cleaning, Commissions Paid, Consultants' Fees, Contract Payments, Debt Collection Fees, Delivery & Freight, Donations, Electricity, Filing Fees, Fodder, Franchise Fees & Royalties, Fuel & Oil, Gas, Government Charges, Hire of Equipment, Home Office, Insurance, Interest Expense, Internet, Lease Payments, Legal Fees, Licenses & Permits, Livestock Expenses, Long Service Leave & Redundancy Pmts (i.e. Coinvest, Incolink), Management Fees, Materials & Supplies, Motor Vehicle (i.e. Fuel, Insurance, Registration, Repairs, Tolls) Packaging, Parking, Postage, Printing & Stationery, Protective Clothing, Purchases for Resale, Rates & Land Tax, Rent, Repairs & Maintenance, Replacement Tools, Rubbish Removal, Salaries/Wages Paid, Security, Seminars & Conferences, Staff Amenities & Training, Subscriptions, Superannuation, Telephone, Travel & Accommodation, Uniforms, Union Memberships, Veterinary Expenses, Workcover Premiums.

**Please Note:** To ensure you obtain the maximum deductions you are entitled, and in consideration of the penalty provisions, full details of any claim should be provided and supporting documentation made available to our accountants, including receipts, tax invoices, logbooks, diaries or reasonable and supporting estimates.