**Entity name:** XXXXXXXXX

**Balance date:** XX-XXX-XXX

**Subject:** Tax/accounts checklist

We can complete your work efficiently if all information is provided and is accurate.

If you are an existing client and receive a tailored checklist, please be sure to advise and include any new investments, accounts, income to ensure your information is complete.

If you need more information on exactly what to provide talk to us and/or ask for a detailed checklist.

**IMPORTANT NOTE – WORKFLOW MANAGEMENT**

Please ensure you to advise us if you require your return urgently and we can discuss.

Please note that in busy times early such as April to mid-June processing times can be delayed.

**Please email all information to XXXX (****XXXXXX@rtoaccountants.com.au****) or share with us on a cloud-based folder.**

**XXXXXX Trust / Pty Ltd /Partnership**

***All documents requested are for the period 01 July XXXX to 30 June XXXX.***

|  |  |  |
| --- | --- | --- |
| **Description** | **Yes/No/N.A.** | **Client Response** |
| Bank Statements - Provide *statement/s showing or please confirm the bank balances as at* *30 June XXXX* |  |  |
| Credit Card Statement - Provide *statement/s showing or please confirm the bank balances as at* *30 June XXXX* |  |  |
| Cash Transactions- Please provide details and advise of income and expenses of a cash nature (not in the bank statements and credit card) |  |  |
| Interest Earned on Accounts and Deposits- Annual Tax Statements/Amount |  |  |
| Loan Statements- Provide *loan statement as at 30 June XXXX only.* |  |  |
| Investments Purchased-Provide documents or information on purchases. |  |  |
| Investments Sold-Provide documents or information on sales. |  |  |
| Investment Property/Rental Statements. |  |  |
| Investments - Provide Annual Tax Statements- Dividends, Trust or Partnership Distribution  |  |  |
| Interest – Annual Tax Statements- Investment or Property Loans Expenses |  |  |
| Value of stock as on 30 June XXXX |  |  |
| Copies of all Business activity/ Instalment activity statement lodged during the year. |  |  |
| Please provide a copy of last year signed the financial and tax return. |  |  |
| **Additional Information- Trust** |  |  |
| Copy of Trust deed |  |  |
| For a unit trust-Details of any units redeemed or issued during the year. |  |  |
| Details of any unpaid present entitlements to beneficiaries. |  |  |
| **Additional Information- Partnership** |  |  |
| Copy of Partnership deed. |  |  |
| **Additional Information- Company** |  |  |
| Details of share capital. |  |  |

*\*\* This checklist is not exhaustive; therefore please provide any other documents relevant to your tax matters for this year and/or review the detailed checklist, thanks.*