HBA PARTNERS (Formerly Hetheringtons)
BUSINESS ACCOUNTANTS
"Your Total Business Solutions"

TAX RETURN CHECKLIST 2011

INDIVIDUAL INFORMATION

INCOME

- ☐ **Group Certificates (including pensions)**
- ☐ **Other Salary income**
- ☐ **Termination Payments**
- ☐ **Interest**
- ☐ **Dividends**
- ☐ **Trust and Partnership Distributions**
- ☐ **Capital Gains**
- ☐ **Rental Income Expenses and Loan Statements**
- ☐ **Any other income.**

DEDUCTIONS

- ☐ **Motor Vehicle**
  - **Log Book, running costs, finance payments, &/or**
  - **No of business km's travelled & details of vehicle**
- ☐ **Work Uniform costs.**
- ☐ **Other Work Related Deductions**

Diary / stationery / work materials
Union fees / professional bodies
Sickness & accident insurance / income protection
Donations / school building fund
Seminar costs or self education

- ☐ **Any other work costs**
- ☐ **HECS/HELP statement if applicable**

REBATES

- ☐ **Private Health Insurance annual tax statement**
- ☐ **Details of Spouse's income/centrelink benefits**
- ☐ **Details of any personal Superannuation contributions during the year**
- ☐ **Total out of pocket Medical Expenses for the year if over $1,500.**

Any other information you would like us to be aware of.

CLIENT NAME:

Email:

BUSINESS COMPUTER USERS ie MYOB/QUICKBOOKS

1. User ID (if changed):	
2. Password (if changed):	
	Included
3. Bank and Loan Accounts statements as at 30th June 2011 for all bank and loan accounts	
4. Copy of the annual PAYG reconciliation summary statement	
5. New HP/Chattel Mortgages – Copies of the assets tax invoice and finance documents	
6. Do you Keep stock for resale? Advise closing stock on hand as at period end at cost and excluding GST	
7. Do you use a motor vehicle for income producing activities? Advise business use percentage per log book.	
8. Other Items	
☐ **Make sure data files are backed up somewhere other than your computer hard drive and backups are stored off premises.**	
☐ **Do not change the data or enter transactions after the file has been provided to us as much time is often spent trying to figure out what changes have been made to the previous years data and this is costly for you when it happens.**	

BUSINESSES NOT USING MYOB, QUICKBOOKS OR BANKLINK

	Included
Bank and Loan Accounts – Copies of all loan statements and bank statements.	
Cheque and Deposit Books used during the year.	
Debtors (customer monies owed to you) - A list of debtors and amount owing as at 30/06.	
Creditors (money owed by you) - A list of Creditors and amounts owed.	
Employees - A copy of the annual PAYG reconciliation & Employees PAYG Statements.	
New HP/Chattel Mortgages – Copies of the assets tax invoice and finance documents.	
Do you Keep stock for resale? Advise closing stock on hand as at period end at cost and excluding GST.	
Do you use a motor vehicle for income producing activities? Advise business use percentage per log book.	

BANKLINK USERS

	Included
Bank and Loan Accounts – Copies of all loan statements and bank statements that are not provided by Banklink.	
Debtors (customer monies owed to you) - A list of debtors and amount owing as at 30/06.	
Creditors (money owed by you) - A list of Creditors and amounts owed.	
Employees - A copy of the annual PAYG reconciliation & Employees PAYG Statements.	
New HP/Chattel Mortgages – Copies of the assets tax invoice and finance documents.	
Do you Keep stock for resale? Advise closing stock on hand as at period end at cost and excluding GST.	
Do you use a motor vehicle for income producing activities? Advise business use percentage per log book.	

HBA PARTNERS (Formerly Hetheringtons)
BUSINESS ACCOUNTANTS
"Your Total Business Solutions"

TAX RETURN CHECKLIST 2011

SELF MANAGED SUPER FUNDS

Bank Accounts:
☐ Provide copies of all bank account, loan, term deposit & cash based investment statements
Rental Properties:
☐ Agents statements
☐ Copies of all invoices/receipts
☐ Copies of insurance policies, rates notices & land tax notices
☐ Copies of lease/tenancy agreements
If a property was bought/sold during the year:
☐ Copies of contract, solicitors settlement statement and invoice, and agents invoice (if sold)
☐ Copies of borrowing documents (if applicable)
Shares:
☐ Copies of all dividend statements
☐ Copies of all share purchase/sale contract notes
☐ Copies of CHESS or Issuer Sponsored holding statements
☐ Details of all splits, buybacks, mergers, demergers etc
Managed Funds Investments:
☐ Copies of all distribution statements
☐ Copies of annual tax statements
Fund Expenses:
☐ Copies of all invoices &/or receipts for fund expenditure
Life Insurance:
☐ Copies of any policies taken out by the fund on behalf of members
Other Assets:
☐ Details of any other assets owned/bought/sold by the fund