

## 2020 BUSINESS TAX RETURN CHECKLIST AND INFORMATION PACK

The following checklist is provided as a guide only. Depending on your particular circumstances, you may be required to provide additional information not listed below.

Business Name: .....

Contact Name: .....

Contact Number: .....

ABN: .....

1. Did you use a different Tax Agent last year? Yes ☐ No ☐

If **Yes**, please provide former agent details below:

Name: .....

Address: .....

.....

2. What were the accounting fees you paid last year? \$ .....

3. Have you provided a copy of your previous years tax return and financial statements? Yes ☐ No ☐

### CHECKLIST OF DOCUMENTS YOU NEED TO PROVIDE

**PLEASE NOTE:** The forms below relate to your business only. If you have investments or motor vehicles in your personal name, do not complete these forms.

	Do I need to complete this form?	Yes, this item applies	Yes, I have completed this form and provided details
Form A – Business	All clients must complete Form A	<input type="checkbox"/>	<input type="checkbox"/>
Form B – Investments	If you have investments such as shares or managed funds in the name of your business.	<input type="checkbox"/>	<input type="checkbox"/>
Form C – Motor Vehicle Expenses	If you have business car expenses.	<input type="checkbox"/>	<input type="checkbox"/>
Form D – Depreciation	If you have purchased, sold, disposed of or scrapped any business assets e.g. car, computer etc.	<input type="checkbox"/>	<input type="checkbox"/>

### Client's Declaration

Read and sign the declaration after completing the information pack.

I declare that the information provided in this information pack is true and correct.

Client's signature: .....

Date: .....

## FORM A - BUSINESS

### SECTION ONE - Document Checklist

Please provide the following source documents in relation to your business for the year ending 30 June 2020. There is no need to provide original documents. However, if you are providing copies, please ensure the copies contain all of the information from the originals and the information can be clearly read.

INFORMATION / DOCUMENTS	Yes, this item applies	Yes, I have provided details for this item
Accounting file – Electronic (back-up of electronic file)	<input type="checkbox"/>	<input type="checkbox"/>
Accounting file - Manual (cashbook, journals or ledger) – Section 9 <b>MUST</b> be completed	<input type="checkbox"/>	<input type="checkbox"/>
Bank Statements (for all business accounts)	<input type="checkbox"/>	<input type="checkbox"/>
Cheque Butts (for all cheques issued during the financial year)	<input type="checkbox"/>	<input type="checkbox"/>
Credit Card Statements (where used for business)	<input type="checkbox"/>	<input type="checkbox"/>
Bank reconciliation reports (if accounts are reconciled)	<input type="checkbox"/>	<input type="checkbox"/>
BAS statements lodged during year (if GST applies)	<input type="checkbox"/>	<input type="checkbox"/>
Prior year tax returns (or latest year lodged)	<input type="checkbox"/>	<input type="checkbox"/>
Prior year financial statements (or latest year lodged)	<input type="checkbox"/>	<input type="checkbox"/>
Prior Year Notice of Assessment (or latest year lodged)	<input type="checkbox"/>	<input type="checkbox"/>
Payment Summaries issued to employees	<input type="checkbox"/>	<input type="checkbox"/>
Tax paid by you (PAYG Instalments)	<input type="checkbox"/>	<input type="checkbox"/>
Log Book (eg., car, computer, home phone etc)	<input type="checkbox"/>	<input type="checkbox"/>

### SECTION TWO - Accounting System and Accounting Method Used

#### 1. Software System Used:

MYOB	<input type="checkbox"/>	version _____	QuickBooks	<input type="checkbox"/>	version _____
XERO	<input type="checkbox"/>	version _____	Cashflow	<input type="checkbox"/>	version _____
Manual cashbook	<input type="checkbox"/>		Other	<input type="checkbox"/>	(specify .....)

2. Are you registered for GST? Yes ☐ No ☐

3. If yes, which GST Accounting Method do you use?

Accruals	<input type="checkbox"/>
Cash	<input type="checkbox"/>

4. Which Tax Accounting Method do you use / wish to use (for new clients only)?

**Please Note:** generally, Pollock Partners will choose the tax accounting method that gives your business the best result, keeping in mind that once a particular method is chosen it may not be possible to change this method in the future without adverse consequences.

Accruals ☐  
Cash ☐  
Consultant to advise ☐

**SECTION THREE – Employees.** If you have employees, please complete this section. If you do not have employees go to **Section Four**.

1. How often do you pay PAYG Withholding? Monthly ☐ Quarterly ☐
2. How many employees did you have during the 2020 financial year? \_\_\_\_\_
3. Did you use Single Touch Payroll to report employee wages for the 2020 financial year? Yes ☐ No ☐
4. Do you use a service entity (such as a company or trust) to pay your employees? If **Yes**, please provide the name of that entity below: Yes ☐ No ☐

Name of entity: \_\_\_\_\_

**SECTION FOUR – Banking Information.** The following information relates to the bank accounts and credit cards you use for business.

1. Do you have a dedicated business bank account/s? Yes ☐ No ☐
2. Did you use your business account/s to make personal transactions during the 2020 financial year? Yes ☐ No ☐
3. If **Yes** to (2) above, are the private expenses clearly marked on the bank statements or in your accounting file? Yes ☐ No ☐
4. Are your Bank Accounts reconciled? Yes ☐ No ☐
5. Please provide details of your bank accounts below:

**Bank Account (1)**

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account Name: \_\_\_\_\_ Type of Account (e.g. Cheque): \_\_\_\_\_

**Bank Account (2)**

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account Name: \_\_\_\_\_ Type of Account (e.g. GST): \_\_\_\_\_

**Bank Account (3)**

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account Name: \_\_\_\_\_ Type of Account (e.g. Payroll): \_\_\_\_\_

6. Do you have a credit card/s that you use for business? If **No**, please go to **Section Five**. Yes ☐ No ☐
7. Did you use your business credit card/s to make personal transactions during the 2020 financial year? Yes ☐ No ☐
8. If **Yes** to (7) above, are the private expenses clearly marked on the credit card statements or in your accounting file? Yes ☐ No ☐

**SECTION FIVE – Expenses.** To enable Pollock Partners to claim your expenses correctly, please complete the following section.

1. Did you have any expenses in the 2020 year that were purchased using cash or a non-business bank account or credit card? Yes ☐ No ☐
2. If **Yes** to (1) above, are these expenses clearly shown in your accounting file? If **No** to (1) above please include these items at **Section 9**. Yes ☐ No ☐
3. Do you have any items that have private use (e.g. car or telephone)? Yes ☐ No ☐
4. If **Yes** to (3) above, do your accounts reflect the private use of those items? (that is, you have taken out the private use portion). Yes ☐ No ☐
5. If **No** to (3) above – please complete the table below.

Item used privately (e.g. car or mobile phone)	Private use % (e.g. 15%)

6. Are there any adjustments from previous years? (e.g. items purchased but not claimed in previous year) Yes ☐ No ☐

Details of Adjustment	Total value (incl. GST)	GST	Date of transaction

7. Did you purchase any capital items (cars etc) during the financial year? If **Yes**, provide the details below. **Yes** ☐ **No** ☐

Details of Item Purchased (e.g. car, computer etc).	Was the item purchased new?	Purchase price (incl. GST)	GST	Date purchased

8. Did you sell any capital items (cars etc)? If **Yes**, list the details below. **Yes** ☐ **No** ☐

Details of Item Sold (e.g. car, computer etc).	Sale price (incl. GST)	GST	Date Sold

**SECTION SIX – GST.** If you were **not** registered for GST at any time during the financial year please go to **Section Seven**.

1. Are there any items that:
- (a) do not have GST (eg., certain foods you sell or buy)? **Yes** ☐ **No** ☐
- (b) only have part GST (eg., insurance premiums)? **Yes** ☐ **No** ☐
- (c) are input taxed (eg., residential rent)? **Yes** ☐ **No** ☐
2. If **Yes** to (1) above, do your accounts reflect the GST status correctly? (that is, you have shown the correct amount of GST for each item). **Yes** ☐ **No** ☐

is, items that are GST free, only have part GST or are input taxed).

## SECTION SEVEN – Business Structure

1. Has your business changed from last year (e.g. from retailing to manufacturing)? **Yes** ☐ ☐ **No**
- (a) If **Yes**, what was your previous business (e.g. retail sales): \_\_\_\_\_
- (b) What is your new business (e.g. importing clothing): \_\_\_\_\_
- (c) What date did the business change (e.g. 1 January 2020) \_\_\_\_\_
2. Has your business structure changed from last year (e.g. from sole trader to company)? **Yes** ☐ **No** ☐
- (a) If **Yes**, what was your previous structure (e.g. sole trader): \_\_\_\_\_
- (b) What is your new structure (e.g. company): \_\_\_\_\_
- (c) What date did the structure change (e.g. 1 January 2020) \_\_\_\_\_

**SECTION EIGHT – End of Year Balances.** To enable Pollock Partners to prepare your financial statements correctly, please complete the table below. Any items that are not applicable please leave blank. **Please note:** if you are registered for GST, please show the balances **after** GST.

Balance Item	As at 30/6/2020	As at 30/6/2019
Stock on hand		
Work in progress (WIP)		
Accounts receivable		
Accounts payable		
Superannuation accrued but not paid		
Leave accruals (eg., holiday pay)		
PAYG withholding payable		
PAYG Instalments payable		
GST collected (from sales)		
GST paid (from purchases)		
Cash on hand		
Petty cash		
Cash at bank – A/C no: .....		
Cash at bank – A/C no: .....		
Cash at bank – A/C no: .....		
Credit Card Balance – Card no: .....		
Credit Card Balance – Card no: .....		
Credit Card Balance – Card no: .....		
Loan 1: .....		
Loan 2: .....		
Loan 3: .....		
Other Asset 1: .....		
Other Asset 2: .....		
Other Asset 3: .....		

**SECTION NINE – Business Expenses.** Do not complete this section if your electronic file (e.g. XERO, MYOB or Excel spreadsheet) already contains this information. Items over \$1,000 (net of GST) **MUST** be included on **Form D**.

INFORMATION / DOCUMENTS	Yes	No	Total (incl GST) \$	GST \$	Business %
Accounting and Audit Fees	<input type="checkbox"/>	<input type="checkbox"/>			
Advertising	<input type="checkbox"/>	<input type="checkbox"/>			
Bank Charges	<input type="checkbox"/>	<input type="checkbox"/>			
Credit Card Charges	<input type="checkbox"/>	<input type="checkbox"/>			
Insurance – Public Liability	<input type="checkbox"/>	<input type="checkbox"/>			
Insurance – Sickness & Accident	<input type="checkbox"/>	<input type="checkbox"/>			
Insurance – Other	<input type="checkbox"/>	<input type="checkbox"/>			
Internet	<input type="checkbox"/>	<input type="checkbox"/>			
Legal / Solicitors Expenses	<input type="checkbox"/>	<input type="checkbox"/>			
Licences / Subscription Expenses	<input type="checkbox"/>	<input type="checkbox"/>			
Office Supplies	<input type="checkbox"/>	<input type="checkbox"/>			
Postage Expenses	<input type="checkbox"/>	<input type="checkbox"/>			
Protective Clothing / Uniforms	<input type="checkbox"/>	<input type="checkbox"/>			
Telephone (Mobile)	<input type="checkbox"/>	<input type="checkbox"/>			
Telephone (Office)	<input type="checkbox"/>	<input type="checkbox"/>			
Travel Expenses (other than by car)	<input type="checkbox"/>	<input type="checkbox"/>			
Motor Vehicle Expenses – please complete Form C	<input type="checkbox"/>	<input type="checkbox"/>			
Employment Expenses - Superannuation	<input type="checkbox"/>	<input type="checkbox"/>			
Employment Expenses – Wages & Salaries	<input type="checkbox"/>	<input type="checkbox"/>			
Employment Expenses - Other	<input type="checkbox"/>	<input type="checkbox"/>			
Other Expenses – please provide a breakdown of all other expenses on a separate page.	<input type="checkbox"/>	<input type="checkbox"/>			
Home Office Expenses	Total cost \$		Weeks used per year	Hours used per week	% Business related
(i) Home Office Running Expenses – You can either claim actual expenses or the ATO set amount per hour.	\$		_____ weeks	_____ hours	%
(ii) Home Office Occupancy Expenses (interest, rent, rates, insurance etc) – you must be able to show that your home is used as a place of business.	\$				%

## FORM B – INVESTMENTS

INFORMATION	Yes	No	Yes, I have provided details for this item
1. Did you receive any dividends during the financial year? If <b>Yes</b> , please provide the dividend statements or a list of dividends received during the financial year. Please note, if you are providing a list, ensure that you have separated the franked and unfranked dividend amounts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Did you receive a distribution from a managed fund? If <b>Yes</b> , please provide the managed fund statements including any guides.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Did you sell any shares or units in trusts during the financial year? If **Yes**, please provide the contract statement or complete the table below. **Yes** ☐ **No** ☐

Company	Number of shares	Date of Purchase	Cost of Purchase (including Brokerage)	Date of Sale	Proceeds of Sale (less brokerage)

4. Did you sell any personal use assets valued at over \$5,000 during the financial year? If **Yes**, please list details below. Items may include: Works of Art, Jewellery, Books, Coins, Stamps or Antiques. **Yes** ☐ **No** ☐

Details	Date of Purchase	Cost of Purchase (including brokerage)	Date of Sale	Proceeds of Sale (Less Brokerage)

INFORMATION	Yes	No	Yes, I have provided details for this item
5. Did you borrow money to fund any investments? For example, through a margin loan or home equity loan. If <b>Yes</b> , please provide copies of the loan statements showing the interest paid during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## FORM C – MOTOR VEHICLE EXPENSES

1. Do you have any expenses related to the use of a motor vehicle/s for business purposes? Please provide details below. Yes ☐ No ☐

**Vehicle 1:** Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Owner's name: \_\_\_\_\_ Engine Capacity (in cc's): \_\_\_\_\_  
Odometer Reading as at: 1/7/2019 \_\_\_\_\_ 30/6/2020 \_\_\_\_\_  
Total kms for the year: \_\_\_\_\_ Estimated Business kms: \_\_\_\_\_  
Fuel consumption per 100 kms: \_\_\_\_\_ Average price of fuel: \$ \_\_\_\_\_

Registration Number	Date Purchased	Cost Price (GST included)	GST amount	Date Sold	Sale Price (GST included)	GST amount

**Vehicle 2:** Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Owner's name: \_\_\_\_\_ Engine Capacity (in cc's): \_\_\_\_\_  
Odometer Reading as at: 1/7/2019 \_\_\_\_\_ 30/6/2020 \_\_\_\_\_  
Total kms for the year: \_\_\_\_\_ Estimated Business kms: \_\_\_\_\_  
Fuel consumption per 100 kms: \_\_\_\_\_ Average price of fuel: \$ \_\_\_\_\_

Registration Number	Date Purchased	Cost Price (GST included)	GST amount	Date Sold	Sale Price (GST included)	GST amount

**Vehicle 3:** Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Owner's name: \_\_\_\_\_ Engine Capacity (in cc's): \_\_\_\_\_  
Odometer Reading as at: 1/7/2019 \_\_\_\_\_ 30/6/2020 \_\_\_\_\_  
Total kms for the year: \_\_\_\_\_ Estimated Business kms: \_\_\_\_\_  
Fuel consumption per 100 kms: \_\_\_\_\_ Average price of fuel: \$ \_\_\_\_\_

Registration Number	Date Purchased	Cost Price (GST included)	GST amount	Date Sold	Sale Price (GST included)	GST amount

2. What method will you use / are you using?

**Vehicle 1**

**Vehicle 2**

**Vehicle 3**

(1) Log Book

☐
☐
☐

(2) Set rate per kilometre

☐
☐
☐

(3) Vehicle is over 1 tonne

☐
☐
☐

(4) Vehicle is owned by a company or trust

☐
☐
☐

3. If you chose method (1), (3) or (4) please complete the table below. **Please note**, if you are registered for GST, please show the expenses **after** GST.

Item	Amount (Vehicle 1)	Amount (Vehicle 2)	Amount (Vehicle 3)
Fuel & Oil (actual):	\$	\$	\$
Fuel & Oil (estimate):	Pollock Partners to calculate	Pollock Partners to calculate	Pollock Partners to calculate
Registration:	\$	\$	\$
Insurance:	\$	\$	\$
Repairs and Maintenance:	\$	\$	\$
Services:	\$	\$	\$
Tyres:	\$	\$	\$
Interest:*	\$	\$	\$
Lease payments:*	\$	\$	\$
Depreciation (complete Form D):	Pollock Partners to calculate	Pollock Partners to calculate	Pollock Partners to calculate
Cleaning:	\$	\$	\$
Other:	\$	\$	\$

\* In relation to interest and lease expenses, please provide copies of original finance documents.

## FORM D – DEPRECIATION

Please provide a copy of any depreciation schedules from your last tax return. If you do not have a prior year depreciation schedule, please provide details of all items that need to be depreciated (where depreciation was previously claimed). These details will include the original purchase price, purchase date and closing written down value if known.

In relation to any new items purchased since your last tax return, please provide full details below.

Details of Item Purchased (e.g. car, computer etc).	Purchase price (incl. GST)	GST	Date purchased

If you no longer have any of the items on the prior year depreciation schedule, please provide details below.

Details of Item Sold/Scrapped (e.g. car, computer etc).	Disposal price if any (incl. GST)	GST	Date sold or scrapped