Business Checklist - New Clients - using Excel

Business Name: ______________________

Business Entity: ______________________

Business Address: ______________________

Email Address: ______________________

Website Address: ______________________

Phone Number/s: ______________________

ABN: ______________________

Tax File Number: ______________________

Please ensure / provide:

1 Last year's Income Tax Return ☐

2 Last year's Financial Statements ☐

3 Last year's Depreciation Schedule ☐

4 A copy of your Excel file for Income and Expenses from 1/7/15 - 30/6/16 ☐
A copy of all business bank accounts' June statement showing balance on 30 June 2016 ☐

5 Trade Debtors - a list of unpaid invoices owing to your business as at 30 June 2016 ☐

6 Estimate of cost value of Stock held as 30 June 2016 / Actual stocktake value ☐

7 Prepayments - if you paid amounts in advance (ie annual insurance premiums, rent)
enter the time period (ie 01/10/15 - 30/09/16) next to the transaction ☐

8 For new vehicles, please provide the Tax Invoice ☐

9 For vehicles / equipment financed during the year, please provide the Finance
Documents (usually 2 pages that show the loan amount, term of loan,
repayment amount, and any residual amount) ☐

10 Trade Creditors - please provide a list of unpaid expenses owed at 30 June 2016 ☐

11 Bank Loans - Existing at 1/7/15
please provide a copy of the Loan Statement showing balance on 30 June 2016 ☐

Bank Loans - New during 2016 financial year
please provide a copy of all Loan Statement from start to 30 June 2016 ☐

12 Loans to the Business:
If you, a friend or family, or another entity has loaned money to your business
please provide the details, include whether interest will be charged and
when the loan is to be repaid (if specifics are known) ☐

13 Has the PAYG Withholding Annual Report and its Payment Summaries been
sent to the ATO yet? *(Only if employing staff)* ☐