

Business Checklist - New Clients - using Computer / Online Software

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 Your bank accounts are reconciled to 30 June 2016
A copy of all business bank accounts' June statement showing balance on 30 June 2016
- 5 Review Trade Debtors report and advise if any outstanding invoices are likely to
written off or be uncollectible
If you do not records these in your software, please provide a list of unpaid invoices
owing to your business 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) in the Memo / Description
- 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 Review Trade Creditors report and advise if any outstanding invoices have already
been paid on visa card or by cash
If you do not records these in your software, please provide a list of unpaid expenses
owed by your business 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)*