

## Company, Trust, Partnership, Sole Trader Document Checklist

Do you need to bring any of the following?

- Previous year's account and tax returns; if new company — Constitution and if new Trust, Trust Deed
  - Ensure details of franking account is included for company
- Soft copy of accounts (i.e. if prepared on MYOB)
  - Include copy of bank reconciliations at year-end
- If no soft copy —
  - Bank statements with details of each transaction (either receipts or pencilled-in notes)
- Set up fees
- Copies of finance/operating leases, rental and hire purchase agreements
- All investment documentation (i.e. share purchases/sales, dividend statements)
- Details of debtors and creditors if operating on an accruals basis
- Business loan documentation
- If a Company, loan agreements for any directors loans
- Details of personal use of business assets (i.e. motor vehicle)
- Depreciation schedule & details of asset purchases & sales during year
- Other details pertaining directly to industry business operates in
- Any other details of business transactions i.e. purchases, sales, unusual transactions
- Copy of PAYG payment summary provided to tax office
- Copies of all Business Activity Statements for year
- Details of all ATO payments and refunds, and copies of statements provided by ATO
- Detail of dividends (if company) and distributions (if trust) during year

*If you have any doubt about any income or expenses you've received or incurred, bring the documents in with you.*