



KENNEDY BARNDEN
CHARTERED ACCOUNTANTS

2020 Company, Trust or Partnership Tax Return Checklist

Name of taxpayer/s: _____

Address: _____

Preferred Contact No: _____

Email: _____

Information	Information Provided	Not Applicable
Income		
If you use cloud accounting software, please send your invitation to add us as accountants (if you haven't already) to the following address: Xero Software - xero@kbca.com.au MYOB Software - myob@kbca.com.au Intuit Software - intuit@kbca.com.au	<input type="checkbox"/>	<input type="checkbox"/>
Copy of files from desktop accounting software. Please provide login, password and software used. Software Used: _____ Login: _____ PW: _____	<input type="checkbox"/>	<input type="checkbox"/>
Cashbook (if maintained), which includes records of cash taken before the business takings are banked.	<input type="checkbox"/>	<input type="checkbox"/>
Copies of purchase/sell notes and settlement statements for investments sold (include original contract notes and settlement statements if possible).	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other income, eg rental income, investment income, grants, HIN/SRN or copies of dividend/distribution Statements.	<input type="checkbox"/>	<input type="checkbox"/>
Details of proceeds from the sale of capital assets or old / written off / obsolete assets (scrapped assets).	<input type="checkbox"/>	<input type="checkbox"/>
Managed funds distribution statements, annual tax statements and capital gains statements.	<input type="checkbox"/>	<input type="checkbox"/>
Deductions		
Details of wages paid during the year including copies of the PAYG Payment Summaries & PAYG Summary Statement (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Details of bad debts actually written off during the year (provide documentary evidence).	<input type="checkbox"/>	<input type="checkbox"/>

Taxable Payments Annual Report (TPAR)	<input type="checkbox"/>	<input type="checkbox"/>
Workers Compensation Declaration	<input type="checkbox"/>	<input type="checkbox"/>
Details of entertainment expenses.	<input type="checkbox"/>	<input type="checkbox"/>
Details of travel expenses (include travel diaries), particularly for overseas trips.	<input type="checkbox"/>	<input type="checkbox"/>
Details of fringe benefits paid on behalf of employees, including any new arrangements for the provision of vehicles available for private use. Copies of logbooks for new and existing vehicles, excluding utility vehicles and trucks (completed within the last 5 years).	<input type="checkbox"/>	<input type="checkbox"/>
Details of superannuation contributions for employees & directors, including any unpaid amounts at year end.	<input type="checkbox"/>	<input type="checkbox"/>
Details of interest on loans (including explanation of purpose).	<input type="checkbox"/>	<input type="checkbox"/>
Details of lease expenses for motor vehicles, premises and equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Details relating to legal expenses.	<input type="checkbox"/>	<input type="checkbox"/>
Copies of new HP or chattel mortgage agreements & Tax invoices.	<input type="checkbox"/>	<input type="checkbox"/>
Details of any significant repairs and maintenance.	<input type="checkbox"/>	<input type="checkbox"/>
Balance Sheet		
Asset register detailing depreciable assets bought, sold or disposed of during the year and copies of tax invoices.	<input type="checkbox"/>	<input type="checkbox"/>
If not using Cloud software, please provide all bank statements for the financial year.	<input type="checkbox"/>	<input type="checkbox"/>
Details of CGT assets purchased or sold during the year, including contract & settlement sheets.	<input type="checkbox"/>	<input type="checkbox"/>
Details of work-in-progress.	<input type="checkbox"/>	<input type="checkbox"/>
Listing of trade debtors with amounts outstanding as at 30 June 2020 & any details of bad debts or uncollectable amounts.	<input type="checkbox"/>	<input type="checkbox"/>
Value of stock as at 30 June 2020 (and basis of valuation).	<input type="checkbox"/>	<input type="checkbox"/>
Details of all loans and full financial year bank statements.	<input type="checkbox"/>	<input type="checkbox"/>
Listing of trade creditors with amounts owing as at 30 June 2020.	<input type="checkbox"/>	<input type="checkbox"/>
Statements from any financier's detailing the opening and closing balances of existing loans during the financial year.	<input type="checkbox"/>	<input type="checkbox"/>
Details of any changes to shareholdings or directorships or new units issued.	<input type="checkbox"/>	<input type="checkbox"/>
Details of loans from shareholders or partners.	<input type="checkbox"/>	<input type="checkbox"/>
Details of any Annual Leave or LSL due to employees (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Additional Information		
Copy of the Company Constitution, if not already supplied.	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the Trust Deed, if not already supplied.	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the Partnership Agreement if not already supplied.	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the Trust Distribution Advice Minutes (Notification of Decision).	<input type="checkbox"/>	<input type="checkbox"/>