



2011 Tax Information Checklist

To assist you with collating your tax information we have prepared the below checklist of documents we require.

Please complete the following checklist for each of your entities and return it with your general ledger data file along with all relevant source documents to our office for us to prepare your 2011 Financial Statements and Income Tax Returns.

Please mark the appropriate box with a Y for yes, or NA if the item is not applicable.

- Please complete the [End of Financial Year Processing Checklist](#) in respect to all entities
- Please provide a copy of bank, credit card and loan account statements showing the balance at 30 June 2011
- Please provide a copy of the Annual PAYG Summary in respect of wages that you completed and forwarded to the Australian Taxation Office (if not electronically lodged)
- Please provide copies of any new finance contracts along with associated tax invoices
- Please provide us with a closing stock report at 30 June 2011
- Please provide details of any assets sold during the year.
 - *For shares please provide buy and sell contracts*
 - *For property please provide copy of the original purchase contract and settlement statement together with sale contract and settlement statement.*
- Please complete an Individual [Tax Return Information Checklist](#) in respect of all Individuals requiring a return for this year.

We advise that the above list is the minimum requirements for information to enable us to proceed with your accounting work.

Should you have additional documentation which you believe is relevant please include with the information above.

Please note that by completing the above checklist and ensuring you have provided us with the source documents requested, we will be able to provide you with the best possible service and value.

As a standard term of our engagement, we acknowledge that we will prepare your financial records from the reconciliations and data supplied to us on the basis that it is accurate and complete. By forwarding your records, without written instructions to the contrary, you confirm that we are not being engaged to perform an audit on your work.

Should your information be received without the checklist or with an incomplete checklist then we will not commence your work. This is because it is inefficient and increases your cost for our service. In this situation it is in your best interest for us to contact you to discuss your options.

If you have any queries in relation to the above matter please do not hesitate to [contact](#) our office.