



**2024 COMPANY,
TRUST OR
PARTNERSHIP TAX
RETURN/ACCOUNTS**

OFFICIAL USE ONLY

Meeting Email Phone Post

Contact information verified/updated in Practice Management System

Full name of Entity			
ABN			
Address (street)			
Address (postal)			
Telephone	Mobile:		
	Business Hours (work):		
	After Hours (home):		
Email (which is suitable to receive your confidential financial information)			
Electronic Banking Details (for refund if applicable)	BSB:		
	Account Number:		
	Account Name:		
Main Occupation			
How do you wish to receive and sign your return? (please circle)	Paper	Electronic Signature Software	Electronic (PDF attached to email)

PLEASE RETURN COMPLETED FORM TO OUR OFFICE.

PLEASE INDICATE INFORMATION PROVIDED OR NOT APPLICABLE FOR EACH OF THE ITEMS LISTED.

ATTACH SUPPORTING DOCUMENTATION.

(IF APPLICABLE, WE ALSO REQUEST A LATEST BACKUP FILE OF OUR CLIENT'S ACCOUNTING SOFTWARE
OTHER THAN THE CLOUD BASED ACCOUNTING SOFTWARE WHICH WE ARE ABLE TO ACCESS)

INCOME		Information provided	Not applicable
1	Accounting information, including trial balance, profit and loss, and balance sheet		
2	Asset register detailing depreciable assets bought and sold or scrapped during the year		
3	Cashbook (if maintained)		
4	Copies of sell notes and settlement statements for shares sold (and original contract notes and settlement statements if possible)		
5	Copies of sell notes for units in managed funds sold (and original purchase notes if possible)		
6	Details of any other income such as rental income		
7	Details of any other investment income		
8	Details of any subsidies, grants or rebates received		
9	Details of interest and repayments received from shareholders		
10	Details of proceeds from disposal of capital assets		
11	Managed funds distribution statements, annual tax statements and capital gains statements		
12	Dividend statements		

DEDUCTIONS		Information provided	Not applicable
1	Details of advertising and marketing expenses		
2	Details of bad debts written off during the year		
3	Details of bonuses and commissions paid to employees		
4	Details of bonuses and commissions paid to external parties		
5	Details of bonuses paid to directors		
6	Details of borrowing costs for new loans entered into during the year		
7	Details of director fees		
8	Details of donations of \$2 and over to deductible gift recipients		
9	Details of entertainment expenses		
10	Details of expenses incurred during the year that were associated with establishing, expanding, merging, or liquidating the entity		
11	Details of fringe benefits tax paid (and a copy of the FBT return lodged)		
12	Details of interest on loans		
13	Details of lease expenses for motor vehicles, premises, and equipment		
14	Details of legal expenses		

15	Details of lump sum payments (including for retirement and redundancy)		
16	Details of motor vehicle expenses		
17	Details of prepayments		
18	Details of professional subscriptions and journals		
19	Details of rates, land taxes and insurance premiums		
20	Details of repairs and maintenance		
21	Details of research and development activities and expenses		
22	Details of royalties paid		
23	Details of salaries paid, including fringe benefits		
24	Details of superannuation contributions for directors		
25	Details of superannuation contributions for employees		
26	Details of tax, and accounting and audit fees paid		
27	Details of any assets purchased, including date of purchase and amount		
28	Details of travel expenses (provide travel diaries)		
29	Details of payments made to contractors/sub-contractors (including TBAR)		

BALANCE SHEET – ASSETS		Information provided	Not applicable
1	Asset register detailing depreciable assets bought and sold or scrapped during the year		
2	Bank statements		
3	Cheque book butts and deposit books		
4	Copies of confirmation for any units in managed funds purchased		
5	Copies of contract notes and settlement statements for any shares purchased		
6	Details of any other assets / investments purchased		
7	Details of capital assets purchased during the year		
8	Details of leases entered into and terminated during the year		
9	Details of loans, payments, forgiveness of debts, or provision for use of assets to shareholders or their associates		
10	Details of work-in-progress		
11	Listing of trade debtors with amounts outstanding		
12	Value of stock as at 30 June 2024 (and basis of valuation)		

BALANCE SHEET - LIABILITIES		Information provided	Not applicable
1	Accrued expenses (e.g. audit fees and bonuses) and unearned revenue		
2	Details of all loans (secured & unsecured)		
3	Listing of trade creditors with amounts owing		
4	Provisions for long service leave and annual leave		
5	Statements from lending authorities detailing the opening and closing balances of existing loans during the financial year		

BALANCE SHEET - EQUITY		Information provided	Not applicable
1	Details of any changes to shareholding		
2	Details of loans from shareholders or partners		
3	Details of any increase or decrease to reserves		

ADDITIONAL INFORMATION – IF A COMPANY		Information provided	Not applicable
1	Division 7A Loans, payments, debt forgiveness, or use of assets given to shareholders or associates of the shareholders, if private company		
2	Auditor's report (if applicable)		
3	Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year		
4	Copies of minutes of company meetings		
5	Details of any share buy-backs or share cancellations		

ADDITIONAL INFORMATION – IF A TRUST		Information provided	Not applicable
1	Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year		
2	Copies of minutes of trustee meetings, in particular distribution resolutions		
3	Copy of trust deed or any amendments during year, if not already supplied		
4	Details of any units redeemed or issued during the year (for a unit trust)		
5	Details of any unpaid present entitlements to beneficiaries or associate private companies		
6	Details of any elections e.g. family trust election, interposed entity election		
7	If closely held trust, any relevant notices e.g. tax file number (TFN) report, trustee beneficiary (TB) statement		

