

# 2017 - 2018 TAX RETURN CHECKLIST: COMPANY

For year ended 30th June 2018:

## IMPORTANT NOTE – WORKFLOW MANAGEMENT

The lodgement due date of your tax return is between 31st of October 2018 and 15th of May 2019 (depending on your circumstances)

**Is your tax return required urgently? If yes, please contact your Client Manager (express fees may apply). Please**

We shall endeavor to ensure that the tax return of the Company is lodged with the ATO by the due date, provided ALL relevant information and documentation is received by **15th January 2019**.

This will allow us sufficient time for preparing and lodging the tax return.

If the relevant information and documentation is not received by the due date, we may not be able to guarantee that the tax return **will be lodged on time**.

Company Name \*

Director/s Name

Shareholder/s Name

Street Address \*

Suburb \*

State/Territory \*

Zip/Postal Code \*

Preferred Phone Number \*

Preferred Email Address \*

Business Activity

## INCOME & EXPENSES:

### 1. Income & Expenses:

- if you maintain your own cloud-based accounting software, please contact your client manager to go through the steps to enable appropriate Invest Group access.
- if you maintain your own desktop-based accounting software please submit a copy of the file via USB Flash drive or via email to your relevant client manager.

- if you do not maintain cloud or desktop-based accounting software, please forward the following documents to us, if applicable:
  1. cashbooks;
  2. bank statements;
  3. cheque butts;
  4. deposit slips;
  5. expenses summaries/invoices;
  6. copies of buy/sell contracts of listed shares, if applicable;
  7. copies of the quarterly PAYG-Instalment returns;
  8. summary of employers' contributions to members, if available;
  9. PAYG Payment Summaries (group certificates) and annual reconciliation statement if any.
  10. Payroll Tax Annual Reconciliation statement if any.

N.B. Should the company be registered for Payroll Tax? Are there any likely Payroll Tax Grouping issues?

**2. Distribution from other company, partnership or trust:**

Do you receive distribution from other company? \*

Yes  No

if you received distribution from another private trust or partnership, please provide a copy of the tax return or distribution statement;

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if you have invested in units of private unit trust, please provide the market value of the units as at 30 June 2018. If you have any problem on this issue, please feel free to give us a call;

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if you received distribution from public unit trust, please provide a copy of the annual distribution summary and end of year portfolio statement.

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**3. Rent:**

Do you receive rental income? \*

Yes  No

provide copies of the monthly rental statements or a copy of the annual rental summary, if available, of all investment properties;

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supply settlement sheets and purchase documents if you acquired property after 1st July 2017

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provide the market value of each rental property as at 30 June 2018. If you have any problem on this issue, please feel free to give us a call;

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Indicate if there's any joint venture arrangement underlying any properties. If so, your client manager will advise what info to provide;

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**4. Interest:**

Name of Bank

Account Number Total Interest Received (\$)

### 5. Dividends

Please provide copies of all dividend statements including those that take part in dividend reinvestment plan. If you have problems finding all these statements, please feel free to contact us

Name of Shares (please indicate if the shares take part in DRP)

Unfranked Dividend

Franked Dividend

Imputation Credit

### 6. Capital Gain:

Capital Gain: Did you sell any assets such as share investments or property in the 2018 financial year, i.e. from 1st of July 2017 to 30 June 2018?

Yes  No

### 7. Any Other Income

(Details of all receipts during the financial year, e.g. fringe benefits from employee contributions, gross payments subject to foreign resident withholding etc. which do not fit into any of the above categories.)

### 8. Loans

Are your loans looked after via a broker or directly through a bank manager?

Broker  Bank Manager

### Business Income & Expenses

#### 1. Motor Vehicle:

Was there any car in the company name or did you use your own car for business purposes through the year?

Yes  No

If yes, please provide one of the following:-

Log Book Method – Business % use

Please provide details of all expenses you incurred over the financial year including repairs / maintenance, registration / insurance, fuel (can be estimated) etc.

If the car was newly acquired during 2017/2018 please also provide car purchase invoice.

If you have a loan for the vehicle, please provide details of the interest you paid over the year and the cost of the car. If you have a hire purchase, please provide a copy of the purchase invoice and car finance contract.

If you had a lease for your vehicle, please provide figures of your lease payments.

**Kilometres Method:**

If you have not kept a log book but used your car for business, let us know how many kilometres you have travelled for business in 2018. The maximum the tax office allows you to claim using this method is 5000 kilometres.

**2. Tax Loss**

Did the Company have a loss to be brought forward from prior year?

Yes  No

**3. Superannuation**

Has the Company made any contribution to a superannuation fund?

Yes  No

If yes, please provide the names of the funds and the amount of contributions made for each beneficiary/employee/partner.

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**4. Capital Purchases**

If the Company purchased any capital assets during the year, please provide an itemised list with date of purchase, description of the item purchased and the purchase cost (including shipping and installation)

\*New small business capital purchase rules may apply.

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**5. Other Deductions**

Show only expenses not listed at any other item. Any other information which you would like us to be aware of:

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**6. Distribution to stakeholders**

Please provide a list of the amounts paid to or on behalf of each shareholder. If you have any query, please give us a call.

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**7. Small Business Entities (SBEs)**

If you carry on a business and your annual turnover is less than **\$10 million**, you will be eligible to be treated as a SBE. The benefits of being a SBE taxpayer are, among other things:

- Either cash/accrual accounting method available
- simplified trading stock rules where businesses only need to conduct stocktakes and account for changes in the value of trading stock in limited circumstances, and
- simplified depreciation rules where most depreciating assets costing less than **\$20,000** each are written off immediately. Most other depreciating assets are pooled and deducted at a rate of either **15% for the first year of acquisition or 30% for each year after the first year.**

\* Please call your Client Manager who can answer any query you may have **on this matter.**

\* Please call your Client Manager who can answer any query you may have on this issue.

Please note that you are required to forward all the above documents to us for preparing your financial statements and tax return. The above list of documents, while being quite comprehensive, is not meant to be exhaustive. If you are not certain whether additional information/documents are required or some of the documents are missing, please feel free to give us a call.

How did you hear about Investax Group?

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**TAXPAYER'S DECLARATION \***

I declare that all the information I have given is true and correct.

**Your signature:**

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