

2024 Company, Trust or Partnership Tax Return Checklist

Name of taxpayer: _____

Address: _____

Preferred contact no.: _____

Information	Information provided	Not applicable
Income		
Accounting information, including trial balance, profit and loss, and balance sheet	<input type="checkbox"/>	<input type="checkbox"/>
Asset register detailing depreciable assets bought and sold or scrapped during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Cashbook (if maintained)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of sell notes and settlement statements for shares sold (and original contract notes and settlement statements if possible)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of sell notes for units in managed funds sold (and original purchase notes if possible)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other income such as rental income	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other investment income	<input type="checkbox"/>	<input type="checkbox"/>
Details of any grants, subsidies, payments and rebates received	<input type="checkbox"/>	<input type="checkbox"/>
Details of interest and repayments received from shareholders	<input type="checkbox"/>	<input type="checkbox"/>
Details of proceeds from disposal of capital assets	<input type="checkbox"/>	<input type="checkbox"/>
Managed funds distribution statements, annual tax statements and capital gains statements	<input type="checkbox"/>	<input type="checkbox"/>
Dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
Deductions		
Details of advertising and marketing expenses	<input type="checkbox"/>	<input type="checkbox"/>
Details of bad debts actually written off during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Details of bonus deduction expenditure (eg external training courses, digital adoption and efficient energy use)	<input type="checkbox"/>	<input type="checkbox"/>
Details of bonuses and commissions paid to employees	<input type="checkbox"/>	<input type="checkbox"/>
Details of bonuses and commissions paid to external parties	<input type="checkbox"/>	<input type="checkbox"/>
Details of bonuses paid to directors	<input type="checkbox"/>	<input type="checkbox"/>
Details of borrowing costs for new loans entered into during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Details of director fees	<input type="checkbox"/>	<input type="checkbox"/>
Details of donations of \$2 and over to deductible gift recipients	<input type="checkbox"/>	<input type="checkbox"/>
Details of entertainment expenses	<input type="checkbox"/>	<input type="checkbox"/>

Information	Information provided	Not applicable
Details of expenses incurred during the income year that were associated with establishing, expanding, merging or liquidating the entity	<input type="checkbox"/>	<input type="checkbox"/>
Details of fringe benefits tax paid (and a copy of the FBT return lodged)	<input type="checkbox"/>	<input type="checkbox"/>
Details of interest on loans	<input type="checkbox"/>	<input type="checkbox"/>
Details of lease expenses for motor vehicles, premises and equipment	<input type="checkbox"/>	<input type="checkbox"/>
Details of legal expenses	<input type="checkbox"/>	<input type="checkbox"/>
Details of lump sum payments (including for retirement and redundancy)	<input type="checkbox"/>	<input type="checkbox"/>
Details of motor vehicle expenses	<input type="checkbox"/>	<input type="checkbox"/>
Details of prepayments	<input type="checkbox"/>	<input type="checkbox"/>
Details of professional subscriptions and journals	<input type="checkbox"/>	<input type="checkbox"/>
Details of rates, land taxes and insurance premiums	<input type="checkbox"/>	<input type="checkbox"/>
Details of repairs and maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Details of research and development activities and expenses	<input type="checkbox"/>	<input type="checkbox"/>
Details of royalties paid	<input type="checkbox"/>	<input type="checkbox"/>
Details of salaries paid, including fringe benefits	<input type="checkbox"/>	<input type="checkbox"/>
Details of superannuation contributions for directors	<input type="checkbox"/>	<input type="checkbox"/>
Details of superannuation contributions for employees	<input type="checkbox"/>	<input type="checkbox"/>
Details of tax, accounting and audit fees paid	<input type="checkbox"/>	<input type="checkbox"/>
Details of any assets purchased, including date of purchase and amount	<input type="checkbox"/>	<input type="checkbox"/>
Details of travel expenses (provide travel diaries)	<input type="checkbox"/>	<input type="checkbox"/>
Balance sheet – assets		
Asset register detailing depreciable assets bought and sold or scrapped during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Bank statements	<input type="checkbox"/>	<input type="checkbox"/>
Cheque book butts and deposit books	<input type="checkbox"/>	<input type="checkbox"/>
Copies of confirmation for any units in managed funds purchased	<input type="checkbox"/>	<input type="checkbox"/>
Copies of contract notes and settlement statements for any shares purchased	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other investments purchased	<input type="checkbox"/>	<input type="checkbox"/>
Details of capital assets purchased during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Details of leases entered into and terminated during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Details of loans, payments, forgiveness of debts, or provision for use of assets to shareholders or their associates	<input type="checkbox"/>	<input type="checkbox"/>
Details of work-in-progress	<input type="checkbox"/>	<input type="checkbox"/>
Listing of trade debtors with amounts outstanding	<input type="checkbox"/>	<input type="checkbox"/>
Value of stock as at 30 June 2024 (and basis of valuation)	<input type="checkbox"/>	<input type="checkbox"/>
Balance sheet – liabilities		

Information	Information provided	Not applicable
Accrued expenses (eg audit fees and bonuses) and unearned revenue	<input type="checkbox"/>	<input type="checkbox"/>
Details of all loans	<input type="checkbox"/>	<input type="checkbox"/>
Listing of trade creditors with amounts owing	<input type="checkbox"/>	<input type="checkbox"/>
Provisions for long service leave and annual leave	<input type="checkbox"/>	<input type="checkbox"/>
Statements from lending authorities detailing the opening and closing balances of existing loans during the financial year	<input type="checkbox"/>	<input type="checkbox"/>
Balance sheet – equity		
Details of any changes to shareholding	<input type="checkbox"/>	<input type="checkbox"/>
Details of loans from shareholders or partners	<input type="checkbox"/>	<input type="checkbox"/>
Details of any increase or decrease to reserves	<input type="checkbox"/>	<input type="checkbox"/>
Additional information – company		
Loans, payments, debt forgiveness, or use of assets given to shareholders or associates of the shareholders, if private company	<input type="checkbox"/>	<input type="checkbox"/>
Auditor's report (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year	<input type="checkbox"/>	<input type="checkbox"/>
Copies of minutes of company meetings	<input type="checkbox"/>	<input type="checkbox"/>
Details of any share buy-backs or share cancellations	<input type="checkbox"/>	<input type="checkbox"/>
Any of the following schedules (as applicable):		
• losses (carry-forward tax losses and net capital losses exceed \$100,000);	<input type="checkbox"/>	<input type="checkbox"/>
• capital gains tax;	<input type="checkbox"/>	<input type="checkbox"/>
• dividend and interest;	<input type="checkbox"/>	<input type="checkbox"/>
• international dealings;	<input type="checkbox"/>	<input type="checkbox"/>
• non-individual PAYG payment summary;	<input type="checkbox"/>	<input type="checkbox"/>
• research and development (R&D) tax incentive	<input type="checkbox"/>	<input type="checkbox"/>
Additional information – trust		
Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year	<input type="checkbox"/>	<input type="checkbox"/>
Copies of minutes of trustee meetings, in particular distribution resolutions	<input type="checkbox"/>	<input type="checkbox"/>
Copy of trust deed or any amendments during the income year, if not already supplied	<input type="checkbox"/>	<input type="checkbox"/>
Details of any units redeemed or issued during the income year (for a unit trust)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any unpaid present entitlements to beneficiaries or associate private companies	<input type="checkbox"/>	<input type="checkbox"/>
Details of any elections (eg family trust election, interposed entity election)	<input type="checkbox"/>	<input type="checkbox"/>
If closely held trust (including family trust), any relevant notices (eg tax file number (TFN) report, trustee beneficiary (TB) statement)	<input type="checkbox"/>	<input type="checkbox"/>

Information	Information provided	Not applicable
Additional information – partnership		
Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year	<input type="checkbox"/>	<input type="checkbox"/>
Copies of minutes of partnership meetings	<input type="checkbox"/>	<input type="checkbox"/>
Copy of partnership agreement	<input type="checkbox"/>	<input type="checkbox"/>
If the partnership was restructured during the income year, all relevant details	<input type="checkbox"/>	<input type="checkbox"/>
If a right to partnership income or capital was transferred, created, varied or terminated during the income year, all relevant details	<input type="checkbox"/>	<input type="checkbox"/>
Additional information – all entities		
Other receipts or outgoings received or incurred, where uncertain if assessable/deductible	<input type="checkbox"/>	<input type="checkbox"/>
Copies of any employer shortfall exemption certificates	<input type="checkbox"/>	<input type="checkbox"/>