

## 2021 - End Of Year Taxation - Client Information Checklist

**Name:**

Please tick off each item or circle the appropriate answer to each question. Please attach requested documents to this checklist

It is extremely important that the checklist of items you prepare is correct and accurate as we use this data to prepare your accounts.

**Please provide the following for year ended 30th June**

**2021**

**Please note we will not be able to commence work until all the required information has been given to us.**

**Email to [info@coxsherlock.com.au](mailto:info@coxsherlock.com.au) or mail in, or drop into our office.**

**Bookkeeping: Where you are using Accounting software.**

If you are using an on-line version accounting software. i.e.(xero, MYOB, etc)

Please invite Cox Sherlock as an Advisor/User.

*invited*

If you are using a Desktop version accounting software. i.e.(MYOB, Reckon Accounts, etc)

Please email a backup of your data file with access details such as Username, Password etc. to [info@coxsherlock.com.au](mailto:info@coxsherlock.com.au)

*emailed*

Or

If your backup is too large to email, please save to a USB and deliver the USB with access details such as Username, Password etc. to the office of Cox Sherlock.

*attached*

**Bookkeeping: Where you are NOT using Accounting software.**

If you are NOT using an accounting software package i.e.(Bank statements, Cashbook, Shoe Box etc)

Please email a copy of the prepared information to [info@coxsherlock.com.au](mailto:info@coxsherlock.com.au)

*emailed*

Or

If your prepared information is too difficult to email, please save to a USB, or simply deliver it to the office of Cox Sherlock.

*attached*

**Have all of the business income and expenses been recorded in your software?**

*(please circle one)* Yes No N/A

If no, (i.e. if cash and credit card expenses were not recorded) please provide a list of what the expense was for and the amount paid. Please provide this on a separate sheet of paper and attach to this checklist prior to returning to our office.

*attached*

**Bank Statement for business bank accounts:**

Please provide us with a copy of the 30th of June Bank statement, for all bank accounts that you are using in your business.

*attached*

**Did you have any stock on hand at 30 June?**

*(please circle one)* Yes No N/A

If yes, please provide the original cost of the stock to you, excluding GST:

Amount (Excl. GST)	\$
--------------------	----

**Debtors (Accounts Receivables) as at 30 June**

**If you are using an Accounting software package (discussed above), there is no need to complete this item.**

If you are NOT using an Accounting software package (discussed above), please continue.

Did you have any outstanding accounts receivable as at 30 June? (please circle one) Yes No N/A

If Yes, please provide us with a list of the clients/customers you have invoiced before 30 June, but they did not pay until after 30 June

The list should look something like:

Client Name	Net Amount	GST	Gross Amount
Billy Bloggs	\$ 2,500.00	\$ 250.00	\$ 2,750.00
Betty Boo	\$ 3,600.00	\$ 360.00	\$ 3,960.00
Total	\$ 6,100.00	\$ 610.00	\$ 6,710.00

attached

**Creditors (Accounts Payables) as at 30 June**

If you are using an Accounting software package (discussed above), there is no need to complete this item.

If you are NOT using an Accounting software package (discussed above), please continue.

Did you have any outstanding accounts payable as at 30 June? (please circle one) Yes No N/A

If yes, please provide us with a list of invoices from suppliers that you received before the 30 June, but did not pay until after 30 June

The list should look something like:

Supplier Name & Expense Description	Net Amount	GST	Gross Amount
QBE - Insurance	\$ 3,000.00	\$ 300.00	\$ 3,300.00
Bunnings - Nails	\$ 5,000.00	\$ 500.00	\$ 5,500.00
Total	\$ 8,000.00	\$ 800.00	\$ 8,800.00

attached

**Motor Vehicles - at the Beginning of the financial year:**

Please provide us with a list of motor vehicles owned by the business at the beginning of the financial year.

Description of Vehicle	Business %	Rego Number
<i>e.g. Mazda CX9</i>	<i>85%</i>	<i>BHD64E</i>

attached

Were any of the above vehicles sold during the financial year? (please circle one) Yes No N/A

If yes, please provide the following information:

Description of Vehicle	Sale Amount (inc GST)	Date of Sale
<i>e.g. Toyota Camry</i>	<i>\$11,000</i>	<i>15/03/2020</i>

attached

**Motor Vehicles - Purchased during the financial year:**

Were any motor vehicles purchased during the financial year? (please circle one) Yes No N/A

If yes, please attach a copy of the purchase documentation for the purchase of the vehicle (i.e. the tax invoice or dealers statement) attached

Please provide the following information for each vehicle purchased, IN ADDITION to the purchase documentation.

Description of Vehicle	Purchase Price (inc GST)	Date of Purchase	Rego Number	Business %
<i>e.g.. Ford Ranger</i>	<i>\$ 55,000</i>	<i>31/03/2020</i>	<i>DKE58Z</i>	<i>90%</i>

**Existing Loans: (Bank statements for any existing business loans between 1 July and 30 June)**

Please provide us with Bank statements from 1 July to 30 June for ALL loans that were in existence at the Beginning of the financial year. attached

**New Loans, Leases, Hire Purchase, Chattel Mortgage etc commencing this year:**

Did you enter into any new loans/leases/hire purchases/chattel mortgages from 1 July to 30 June?

(please circle one) Yes No N/A

If yes, please provide us with copies of the following:

- Tax Invoice for the asset that has been purchased in relation to this loan or lease.
- Loan documentation from the bank or finance provider.
- Bank statements (if applicable) from the beginning of the loan to 30 June.

attached   
attached   
attached

**Wages to Employees:**

**If you are using an Accounting software package (discussed above), there is no need to complete this item.**

If you are NOT using an Accounting software package (discussed above), please continue.

Did you make any payment to employees from 1 July to 30 June?

(please circle one) Yes No N/A

If yes, please provide us with a copy of the following documents:

- Documentation showing the Gross Wages and Tax Withheld for the financial year

attached

\*please note: if you have not yet completed payment summaries for yourself or your annual payment summary statement, please pass to us to complete

**Taxable Payments Annual Report:**

Is your business activity involved in any of the following activities?

Building & Construction, Cleaning Services, Courier Services, Road Freight Services, Information Technology Services, Security, Investigation or Surveillance Services.

(please circle one) Yes No N/A

If Yes, did you pay any sub-contractors during the financial year?

(please circle one) Yes No N/A

If yes, please attach the taxable payments annual report that was sent to the ATO\*

attached

\*please note: if you have not yet completed this report, please pass to us to complete at an additional cost

**Superannuation contributions for yourself:**

Have you made a superannuation contribution for yourself during the financial year?

(please circle one) Yes No N/A

If Yes, please provide the statement from 1 July to 30 June from the superannuation fund showing those contributions so that we can ensure they have been treated correctly by the superannuation fund.

attached

**Travel - Interstate & Overnight:**

**Only answer this question if your business structure is a Company or Trust.**

Was there any interstate travel, where YOU as an employee were required to stay overnight?

(please circle one) Yes No N/A

If yes, please provide the following details:

Employee Name	Destination	Number of Nights
<i>e.g. Thelma &amp; Louise</i>	<i>Melbourne</i>	<i>3</i>

**Home Office**

**Only answer this question if your business structure is a Sole Trader or Partnership.**

Please provide the number of hours on average per week, that you spend working from home (doing invoices etc).

Number of Hours  
Per Week

**Other - Are there any other significant events that have taken place during the year, that you think needs to be brought to our attention?**

(please circle one) Yes No N/A  
attached

Please provide details on a separate piece of paper