

To assist Etax Local to prepare your tax return, could you please provide the following information:

Name of Trust:		
Name of Trustee:		
Description of the main business activity:		
Tax File Number:		ABN:
Business Address	Unit/Level Number:	
	Street Address:	
	Suburb:	
	City:	
	State:	
	Postcode:	
Postal Address: As above <input type="checkbox"/>	Unit/Level Number:	
	Street Address:	
	Suburb:	
	City:	
	State:	
	Postcode:	
Contact Person		
Phone Numbers:	Landline:	Mobile:
Email address:		
Year of tax return:		

BENEFICIARY DETAILS:

Name:	DOB / /	TFN
Address		Phone
Name:	DOB / /	TFN
Address		Phone
Name:	DOB / /	TFN
Address		Phone
Name:	DOB / /	TFN
Address		Phone

We'll also need the following records – use our check boxes to help make sure you have everything

FINANCIAL RECORDS

Balance Sheet showing the year related to the tax return, as well as the previous year.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Profit and Loss based on the Accruals method that balances to the Balance Sheet.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

Profit and Loss based on the Cash method , IF the business operates on the Cash basis.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
General Ledger Detailed Transaction Listing for the full financial year.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
GST report (Detailed) and (if applicable) IAS report (Detailed) for the full financial year.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Bank Statement - Year End (May also need full year statements)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Depreciation schedule , or if none done, copies of source invoices for depreciation.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Report on Aged Debtors at year end that equals Debtors shown in Balance Sheet.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Report on Aged Creditors at year end that equals Creditors shown in Balance Sheet.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Reports on any items that would normally be disclosed as "Notes to the Balance Sheet".	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

STATUTORY INFORMATION

Copy of signed Trust Deed	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Copy of the prior year lodged Trust Tax Return – if applicable.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Superannuation Guarantee Shortfall reports – If applicable.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

ELECTRONIC RECORDS

Current Data file with password removed, or also provide Username and Login.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
If electronic records are Xero or MYOB (online), send an invite to xero@etaxlocal.com.au or myob@etaxlocal.com.au	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

PAPER RECORDS

If bookkeeping has not been completed , provide all source documents for all transactions. This includes all documents for:	
Sales	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Expenses	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Loans	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Capital items	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Bank Statements	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
GST Returns	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Superannuation Payments	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
FBT	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Asset Acquisitions	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Loan or Lease or Rental or Mortgage docs from any entity that financed acquisitions.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

UNUSUAL TRANSACTIONS (CONSIDER IF APPLICABLE)

Purchase or Sale of Business – provide copy of purchase or sale contract.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Purchase or sale of assets – provide details.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Details of Private use of Trust Assets.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Details of other Trust expenses , paid personally.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

WORKING PAPERS FOR ANY RECONCILIATIONS (CONSIDER IF APPLICABLE)

Purchase or Sale of Business – provide copy of purchase or sale contract.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
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Purchase or sale of assets – provide details.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Details of Private use of Trust Assets.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Details of other Trust expenses, paid personally.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Purchase or Sale of Business – provide copy of purchase or sale contract.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Purchase or sale of assets – provide details.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Details of Private use of Trust Assets.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Details of other Trust expenses, paid personally.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Purchase or Sale of Business – provide copy of purchase or sale contract.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Purchase or sale of assets – provide details.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Details of Private use of Trust Assets.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Details of other Trust expenses, paid personally.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Purchase or Sale of Business – provide copy of purchase or sale contract.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Purchase or sale of assets – provide details.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Details of Private use of Trust Assets.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Details of other Trust expenses, paid personally.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

WORKING PAPERS FOR ANY RECONCILIATIONS (CONSIDER IF APPLICABLE)

Fringe Benefits taxable transactions.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Salary and Wages reconciliation.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Borrowing costs.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Superannuation Guarantee reconciliation.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Unusual balances in Contra Accounts, Petty Cash, Loan Accounts, Clearing Accounts, Carried Forward Losses and Insurance Claims.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Sales per BAS's that do not agree to Profit and Loss Sales.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Wages per BAS's that do not agree to Profit and Loss Wages.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Superannuation Expenses per BAS's that do not agree to Profit and Loss.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Signed Trust changes/annexures (if any).	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Purchases per BAS's that do not agree to Profit and Loss.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Details of specific distributions to beneficiaries , if required.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
If the current address is different to what appears on the documents, provide the current business address.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
If the entity has rental property , ensure full property details, including all Income and expenses, purchase and (if applicable) sale information and Quantity Surveyors depreciation report (if applicable) are provided.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

Any additional information relevant to the Trust's dealings for the relevant financial year:



Not sure about something in this checklist?

No problem. Simply get in touch with our Support Office on 1300 174 689 or contact your Etax Local Member.

