

To assist Etax Local to prepare your financial statement could you please provide the following information:

Name of Entity:																					
Contact Person																					
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:															
Phone Numbers:	Landline:					Mobile:															
Email address:																					
Period for which the financials are required		/	/		to	/	/														Provided <input type="checkbox"/> N/A <input type="checkbox"/>
If software is used, (e.g. Xero, MYOB), invitation required												Provided <input type="checkbox"/> N/A <input type="checkbox"/>									
Detailed General Ledger												Provided <input type="checkbox"/> N/A <input type="checkbox"/>									
Previous Year's Balance Sheet												Provided <input type="checkbox"/> N/A <input type="checkbox"/>									
Previous Year's Profit and Loss												Provided <input type="checkbox"/> N/A <input type="checkbox"/>									
Previous Year's Tax Return												Provided <input type="checkbox"/> N/A <input type="checkbox"/>									

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

BALANCE SHEET CHECKLIST

Bank Statements - Business accounts / loan accounts / credit cards	Provided <input type="checkbox"/> N/A <input type="checkbox"/>
Chattel Mortgage / Hire Purchase details (or originating documents)	Provided <input type="checkbox"/> N/A <input type="checkbox"/>
Creditors - Aged	Provided <input type="checkbox"/> N/A <input type="checkbox"/>
Debtors - Aged	Provided <input type="checkbox"/> N/A <input type="checkbox"/>
Depreciation / Decline in Value Schedule	Provided <input type="checkbox"/> N/A <input type="checkbox"/>
GST Collected & Paid / GST Audit Report	Provided <input type="checkbox"/> N/A <input type="checkbox"/>
Inventory / Stock reconciliation	Provided <input type="checkbox"/> N/A <input type="checkbox"/>
Investments - PPE, Shares, Managed Funds	Provided <input type="checkbox"/> N/A <input type="checkbox"/>
Loans Payable (Overdraft / Bank etc.)	Provided <input type="checkbox"/> N/A <input type="checkbox"/>
Salary and wages details or reconciliation / Payroll Summary	Provided <input type="checkbox"/> N/A <input type="checkbox"/>

Superannuation reconciliation or status of super payments	Provided <input type="checkbox"/> N/A <input type="checkbox"/>
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PROFIT AND LOSS CHECKLIST

Accounting fees	Provided <input type="checkbox"/> N/A <input type="checkbox"/>
Dividends received	Provided <input type="checkbox"/> N/A <input type="checkbox"/>
Motor Vehicle/Travel Expenses	Provided <input type="checkbox"/> N/A <input type="checkbox"/>
Profit and Loss - Current	Provided <input type="checkbox"/> N/A <input type="checkbox"/>
Rental Income and Expenses (If including a rental property)	Provided <input type="checkbox"/> N/A <input type="checkbox"/>
Trading & Sales Income (e.g. PSI, COGS etc.)	Provided <input type="checkbox"/> N/A <input type="checkbox"/>
Trust and Partnership Distributions	Provided <input type="checkbox"/> N/A <input type="checkbox"/>
Wages & Super Expenses	Provided <input type="checkbox"/> N/A <input type="checkbox"/>

Any additional information or questions?



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.