

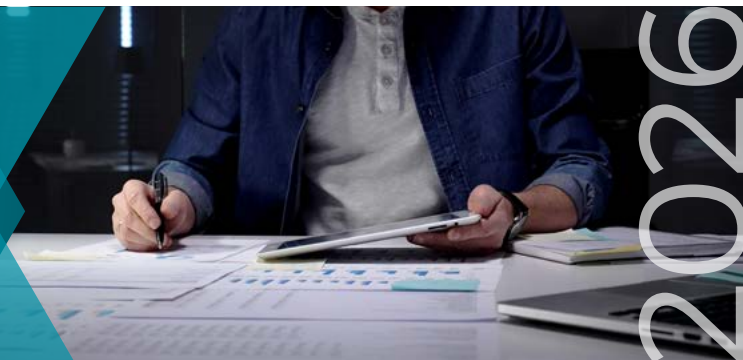


The Peak Partnership
BUSINESS ADVISERS

TAX RETURN CHECKLIST

COMPANY, TRUST, PARTNERSHIP

Ph: 07 3360 9888 peakpartnership.com.au



CLIENT NAME

PHONE

ADDRESS

MOBILE

EMAIL

INFORMATION
PROVIDED

NOT
APPLICABLE

INCOME

Accounting information, including trial balance, profit and loss, balance sheet	☐	☐
Asset register detailing depreciable assets bought and sold or scrapped during the year	☐	☐
Cashbook (if you maintained one)	☐	☐
Copies of sell notes and settlement statements for shares sold (include original contract notes and settlement statements if possible)	☐	☐
Copies of sell notes for units in managed funds sold (include original purchase notes if possible)	☐	☐
Details of any other income such as rental income (including agent statement and bank loan statements for the year)	☐	☐
Details of any other investment income	☐	☐
Details of any Government grants, subsidies, rebates or payments received	☐	☐
Details of interest and repayments received from shareholders	☐	☐
Details of proceeds from disposal of capital assets	☐	☐
Managed funds distribution statements, annual tax statements and capital gains statements	☐	☐
Dividend statements	☐	☐

DEDUCTIONS

Details of advertising and marketing expenses	☐	☐
Details of bad debts actually written off during the year (including documentary evidence)	☐	☐
Details of bonuses and commissions paid to employees, directors or external parties	☐	☐
Details of borrowing costs for new loans entered into during the year (including finance agreement)	☐	☐
Details of directors' fees	☐	☐
Details of donations of \$2.00 and over to deductible gift recipients (DGR)/registered charities	☐	☐
Details of entertainment expenses	☐	☐
Details of expenses associated with establishing, expanding, merging or liquidating the entity, which were incurred during the year	☐	☐
Details of Fringe Benefits Tax paid (please provide a copy of the FBT return lodged)	☐	☐
Details of Payroll Tax paid (please provide a copy of the Payroll Tax return lodged)	☐	☐



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DEDUCTIONS (CONTINUED)

Details of interest on loans, including supporting loan statements	☐	☐
Details of lease expenses for motor vehicles, premises and equipment (including lease agreement and repayment schedule)	☐	☐
Details of lump sum payments (including retirement and redundancy)	☐	☐
Details of motor vehicle expenses and copies of applicable logbooks	☐	☐
Details of prepayments	☐	☐
Details of professional subscriptions, journals and memberships (inc. membership periods)	☐	☐
Details of rates, land taxes and insurance premiums (copy of land tax assessment and schedule)	☐	☐
Details of repairs and maintenance	☐	☐
Details of research and development activities and expenses	☐	☐
Details of royalties paid	☐	☐
Details of salaries paid, including fringe benefits (please provide PAYG Summaries)	☐	☐
Details of superannuation contributions for directors	☐	☐
Details of superannuation contributions for employees	☐	☐
Details of tax, accounting and audit fees paid	☐	☐
Details of legal expenses	☐	☐
Details of any assets purchased, including date of purchase and amount (including tax invoices)	☐	☐
Details of travel expenses (include travel diaries if possible)	☐	☐

BALANCE SHEET—ASSETS

Asset register detailing depreciable assets bought and sold or scrapped during 2025-2026	☐	☐
Bank statements	☐	☐
Cheque book butts and deposit books	☐	☐
Copies of confirmation for any units in managed funds purchased	☐	☐
Copies of contract notes and settlement statements for any shares purchased	☐	☐
Details of any other investments purchased (including tax invoices, agreements, buy contracts)	☐	☐
Details of capital assets purchased during the year	☐	☐
Details of leases entered into and terminated during the year (including lease agreement, payout notice and/or repayment schedule)	☐	☐
Details of loans, payments or forgiveness of debts, or provision for use of assets to shareholders or their associates	☐	☐
Details of work-in-progress	☐	☐
Listing of trade debtors with amounts outstanding	☐	☐
Value of stock as at 30 June 2026 (and basis of valuation)	☐	☐



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BALANCE SHEET—LIABILITIES

Accrued expenses (eg. audit fees and bonuses) and unearned revenue	☐	☐
Detailed ledger of all loans	☐	☐
Listing of trade creditors with amounts owing	☐	☐
Provisions for long service leave and annual leave, with breakdown of calculations	☐	☐
Statements from lending authorities detailing the opening and closing balances of existing loans during the financial year	☐	☐

BALANCE SHEET—EQUITY

Details of any changes to shareholding	☐	☐
Details of loans from shareholders or partners	☐	☐
Details of any increase or decrease to reserves	☐	☐

ADDITIONAL INFORMATION—COMPANY

Loans, payments, debt forgiveness, or use of assets given to shareholders or associates of shareholders, if private company	☐	☐
Auditor's report (if applicable or available)	☐	☐
Copies of minutes of company meetings (if available)	☐	☐
Details of any share buy-backs or share cancellations	☐	☐
Any of the following schedules (as applicable):		
▪ Losses (carry-forward losses and net capital losses exceeding \$100,000)	☐	☐
▪ Capital Gains Tax	☐	☐
▪ Dividend and interest	☐	☐
▪ International dealings	☐	☐
▪ Non-individual PAYG payment summary	☐	☐
▪ Research and Development (R&D) tax incentive	☐	☐
Taxable payment annual report (TPAR) details if applicable	☐	☐

ADDITIONAL INFORMATION—TRUST

Copies of minutes of trust meetings, in particular distribution resolutions	☐	☐
Details of any units redeemed or issued during the year (for a unit trust)	☐	☐
Details of any unpaid present entitlements to beneficiaries or associate private companies	☐	☐
Details of any elections - eg. family trust election, interposed entity election	☐	☐
If closely held trust, any relevant notices - eg. TFN report, trustee beneficiary (TB) statement	☐	☐
Copy of trust deed or any amendments during the year, if not already supplied	☐	☐



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ADDITIONAL INFORMATION—PARTNERSHIP

Copies of minutes of partnership meetings	☐	☐
Copy of partnership agreement, if not already provided	☐	☐
If the partnership was restructured during the year, please provide details	☐	☐
If a right to partnership income or capital was transferred, created, varied or terminated during the year, please provide details	☐	☐

ADDITIONAL INFORMATION—ALL ENTITIES

Copies of Business Activity Statements (BAS) lodged with the Australian Tax Office	☐	☐
Copies of Instalment Activity Statements (IAS) lodged with the Australian Tax Office	☐	☐
Copies of any employer shortfall exemption certificates	☐	☐
If you have any doubt about income received/expenses incurred, please bring the documents with you	☐	☐
Any other information that you think is relevant	☐	☐