



# ULTIMATE

## TAX & ADVISORY

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Ultimate SK Pty Ltd trading as Ultimate Tax & Advisory

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## ULTIMATE BUSINESS CHECKLIST

Below is a checklist of items that may assist you in collating your documents in order for us to process your rental property schedule

Once completed, you may email the completed copy and accompanying documents to us at [office@ultimate-tax.com.au](mailto:office@ultimate-tax.com.au) or print out and mail the documents to us

Business name: \_\_\_\_\_

Business ABN: \_\_\_\_\_

Business activity: \_\_\_\_\_

Business address: \_\_\_\_\_

INCOME	TOTAL AMOUNT (\$)	BUSINESS USE %
Sales/Income		
Other income e.g. interest		

EXPENSES	TOTAL AMOUNT (\$)	BUSINESS USE %
Accounting fees		
Advertising & promotion		
Bad debts written off		
Bank fees		
Bookkeeping		
Borrowing expenses (loan setup costs)		
Cleaning		
Council rates		
Contract payments		
Donations		
Electricity		
Freight		

Fuel & Oil (for plant & equipment)		
Fees & charges		
Hire of plant & equipment		
Home office		
Insurance		
Interest paid		
Lease payments		
Legal fees		
Materials & supplies		
Motor vehicle expenses:		
- Interest on vehicle loan		
- Fuel		
- Registration		
- Insurance		
- Repairs		
- Other		
Pest control		
Postage		
Printing & Stationery		
Protective clothing or uniforms		
Rates & land tax		
Rent on land & buildings		
Repairs & maintenance		
Tools		
Wages to employees (Please provide Payment Summaries)		
Subscriptions/memberships		
Superannuation to employees		
Telephone/Mobile		
Business travel expenses		
Other expenses - please list		

**BUSINESS ASSETS/EQUIPMENT PURCHASED**

	ASSET/EQUIPMENT DESCRIPTION	DATE PURCHASED	COST \$

**Liability limited by a scheme approved under Professional Standards Legislation.**