


# Ultimate Business Checklist

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Below is a checklist of items that may assist you in collating your documents in order for us to process your business 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:

<b>Income</b>		<b>Total Amount (\$)</b>	<b>Business Use %</b>
<input type="checkbox"/>	Sales/Income		
<input type="checkbox"/>	Other income e.g. interest		
<input type="checkbox"/>	Government grants		
<b>Expenses</b>		<b>Total Amount (\$)</b>	<b>Business Use %</b>
<input type="checkbox"/>	Accounting fees		
<input type="checkbox"/>	Advertising & promotion		
<input type="checkbox"/>	Bad debts written off		
<input type="checkbox"/>	Bank fees		
<input type="checkbox"/>	Bookkeeping		

Borrowing expenses (loan setup costs)		
Cleaning		
Council rates		
Contractor payments		
Donations (Charities must be registered Deductible Gift Recipients (DGR) in order for donations to be tax deductible)		
Electricity		
Freight		
Fuel & Oil (for plant & equipment)		
Fees & charges		
Hire of plant & equipment		
Home office		
Insurance		
Interest paid (Please provide copies of any loan statements showing the total interest paid for the year)		
Lease payments		
Legal fees (Please provide copies of invoices)		
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 (Please provide us with a copy of the lease agreement, including any bond amounts)		
Repairs & maintenance		
Tools		
Wages to employees (Please provide reports from your payroll software showing employees names, gross wages, deductions, tax withheld and super amounts)		
Has STP Finalisation been prepared for employees	YES	NO
Subscriptions/memberships		

	Superannuation to employees		
	Telephone/Mobile		
	Business travel expenses		
	<b>Business assets/equipment purchased</b> (Please provide a copy of invoices and any loan documents if applicable)	<b>Date purchased</b>	<b>Cost \$</b>
	Other expenses - please list		