

# 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:

Income		Total Amount (\$)	Business Use %
	Sales/Income		
	Other income e.g. interest		
	Government grants		
	Cash Sales*		
	Online Sales*		
<i>*If not already included in above Sales/Income total etc.</i>			
Expenses		Total Amount (\$)	Business Use %
	Accounting fees		
	Advertising & promotion		
	Bad debts written off		
	Bank fees		
	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		
Electricity (home office)		
Gas (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		