

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 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*		
	Closing stock		
<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

