

#### **Business Tax Return Checklist**

- ❑ Copy of MYOB or Quickbooks data file (with version number and password)
- ❑ Cash record books, deposit books and cheque books
- ❑ Business Activity Statements (BAS)
- ❑ Copy of last year’s tax return
- ❑ Details of the business operation (industry, scale and details of structure and ownership)
- ❑ Details of any assets sold during the year, such as business assets, property or shares (including their original purchase cost)
- ❑ Receipts/details for business assets purchased costing more than \$100 (including GST) during the year
- ❑ Details of any other significant events during the year
- ❑ Company register file (if applicable)
- ❑ Trust deed (if applicable)