Small Business
Tax Return Checklist

RAYMOND PARTNERS
Accountants and Advisors

Name of Business	
Main Business Activity	
Type of Business (circle)	Sole Trader, Partnership, Company, Trust
Tax File Number:	
Australian Business Number:	
ACN (if applicable)	
Physical Address:	
Postal Address (if different):	
Contact Phone Number:	

Information	Information Provided	Not Applicable
IF PAPER WORK IS PREPARED IN MANUAL CASHBOOK:		
Cashbook	☐	☐
Bank Statements (please write description next to each statement if no Cashbook provided)	☐	☐
Cheque butts for the year	☐	☐
Deposit Books for the year	☐	☐
Copy of PAYG Payment summary sent to the ATO	☐	☐
Copy of the Bank Reconciliation at 30th June	☐	☐
IF USING A COMPUTERISED ACCOUNTING SYSTEM:		
Back up of file on CD / USB	☐	☐
Password (if applicable)	☐	☐
Bank statements for the year	☐	☐
Copy of PAYG Payment summary sent to the ATO	☐	☐
Copy of the Bank Reconciliation at 30th June	☐	☐
OTHER DETAILS REQUIRED:		
Trade Debtors at the 30th June	☐	☐
Trade Creditors at the 30th June	☐	☐
Stock on Hand at the 30th June	☐	☐
Livestock Stock on Hand at the 30th June	☐	☐
Number of livestock purchased, sold, deaths, killed and births during the financial year	☐	☐
Details of any new assets purchased	☐	☐
Details of any assets sold	☐	☐
Copy of all Loan statements	☐	☐
Copy of all new Loans / Hire Purchases during the year	☐	☐
Any other information you think is relevant	☐	☐

Please note that the above checklist is for initial consultation and more information may be requested to complete the tax returns.

If you have any difficulty understanding any of the requirements above, or have queries as to what information we may require, please do not hesitate to contact our office.

The information in this Checklist does not constitute advice. This Checklist is purely provided as a helpful guide to clients.