



**Peregian Accounting Services**

**Adaptive Accounting Pty Ltd**

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## What to bring to complete your business tax return.

Business tax returns include returns for trusts, companies, partnerships, sole traders and self-managed super funds. As part of our usual service, we offer to lodge the individual tax returns of trustees, partners and directors whose business returns we are lodging. Please refer to the document "What to bring to complete your individual tax return" if we are also completing any individual returns in addition to the business return.

When you come in to see us, you will need to bring as much information as possible to help us complete your tax. The list below is only a guide for the sorts of documents we usually require, not an exhaustive list. If you have something that isn't on the list that you think may be relevant, please bring it with you. Much of the information in the list may already be contained in your accounting program, in which case all you need to do is provide us with a backup of your file for the year, plus any other items not contained in your accounting program.

- Bank and credit card statements for the year
- Cheque books used
- PAYG Payment Summary statement and copies of PAYG Payment Summaries
- Salaries and wages paid for the year
- Dividend statements
- Trust distribution statements
- Cash income received and expenses paid
- Balance of debtors and creditors at 30 June
- Stock on hand at 30 June
- Petty cash details
- Investment purchase details
- Vehicle purchase and loan documents
- Odometer readings at 1 Apr of the previous year and 31 March of the current year, running expenses and logbook of any cars for which a Fringe Benefits Tax Return must be lodged.
- Details of any other expenses provided to employees for which a Fringe Benefits Tax Return may have to be lodged, such as non-commercial loans, entertainment, debt waivers, accommodation, allowances, travel, etc.
- Paper copies of invoices for all expenses paid, if a backup of your accounting software or copies of your bank statements are not available/applicable.
- Invoice books or listings of all income received, if a backup of your accounting software or copies of your bank statements are not available/applicable.
- Contributions made to the self-managed super fund by members.
- Expenses incurred by the trustee on behalf of the self-managed super fund
- Rollover fund statements (for self-managed super funds)
- Eligible Termination Payment (ETP) payment summaries (for self-managed super funds).



**IPA** INSTITUTE OF PUBLIC ACCOUNTANTS

- Accounting
- Bookkeeping
- MYOB & QuickBooks Training and Support
- Tax Agents