



**KNOX** TAXATION AND  
BUSINESS ADVISORY

*you're in good hands*

**2024**

**TAX RETURN**

**CHECKLIST**

**Businesses**

Use our checklists to help save  
you valuable time preparing  
for your 2024 tax appointment.

## Business Records Checklist

<b>1. Did you have any loans during the year?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>If no</b>, go to question 2.</p> <p><b>If yes</b>, provide copies of existing <b>Loan Statements</b> for the <u>whole</u> year (check for missing pages) along with copies of Agreements for any <b>New Loan, Hire Purchase</b> and/or <b>Lease</b> which were entered into or commenced during the year.</p>	
<b>2. Did you have employees during the year?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>If no</b>, go to question 3.</p> <p><b>If yes</b>, provide the following –</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> PAYG payment summary statement for Wages paid during the year; and</li> <li><input type="checkbox"/> An annual summary of your <b>Superannuation</b> obligations showing each employee's name, his/her gross annual wage and the contributions made.</li> </ul>	
<b>3. Did you sell assets during the year - shares/property/business?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>If no</b>, go to question 4.</p> <p><b>If yes</b>, provide Purchase and Sale documents for any assets acquired after 19 September 1985 and sold during the year for <b>Capital Gains Tax</b> calculations (e.g. shares, rental property, vacant land, a business etc).</p>	
<b>4. Did your business receive rental income during the year?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>If no</b>, go to question 5</p> <p><b>If yes</b>, provide <b>Rental property</b> income and expenses, including agent's annual or monthly statements, interest on loan(s) and a <u>summary</u> of any expenses paid by you direct. Please also supply solicitor's letter, settlement sheets and any other purchase documents if you acquired the property during the year.</p>	
<b>5. Did you receive any income not included in 1 above?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>If no</b>, go to question 6.</p> <p><b>If yes</b>, provide full details of amounts received, any GST included therein and indicate where those funds were deposited.</p>	
<b>6. Did your business have unpaid invoices at 30 June?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>If no</b>, go to question 7.</p> <p><b>If yes</b>, provide a list of the following amounts where applicable <u>if not shown on computerised or other records in question 1 above</u> -</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> amounts owing <b>to you</b> by clients/customers at 30 June (Debtors).</li> <li><input type="checkbox"/> amounts owing <b>by you</b> to suppliers at 30 June with individual totals for each category of expense such as stock, advertising, motor vehicle expenses, telephone etc (Creditors).</li> </ul>	
<b>7. Did your business sell trading stock during the year?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>If no</b>, go to question 8.</p> <p><b>If yes</b>, provide a list of stock on hand at 30 June and the cost thereof.</p>	

<b>8. Did your business sell trading stock during the year</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>If no</b>, go to question 9.</p> <p><b>If yes</b>, provide a list of stock on hand at 30 June and the cost thereof.</p>	
<b>9. Did you sell any equipment during the year?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>If no</b>, go to question 10.</p> <p><b>If yes</b>, provide details of any assets appearing on the <b>Depreciation Schedule</b> from last year which were sold, scrapped or otherwise disposed of during the year or period, including dates and proceeds of sale.</p>	
<b>10. Are you a new client to our practice?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>If no</b>, go to 11 below if applicable, otherwise you have finished completing this checklist.</p> <p><b>If yes</b>, provide a copy of your most recent Financial Report and Income Tax Returns(s).</p>	
<b>11. Other (if applicable)</b>	