



## 2023 Tax Checklist for Business Owners

### Required Details

**1. MYOB/QuickBooks File**

N/A

- Provide: Backup File, Transfer File or Accountants Copy
- Provide Via: Email or DropBox

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Version Number \_\_\_\_\_ Password \_\_\_\_\_

**2. 2023 Tax refund, if applicable, to be banked into the following Business Bank Account:**

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Account Name \_\_\_\_\_

BSB \_\_\_\_\_ Account Number \_\_\_\_\_

**3. Bank Statements for all business accounts or Bank Reconciliation Summary as at 30th June 2023 including 30th June Bank Statement.**

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**4. Loan Statements for borrowing (existing and new) incurred by the business.**

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**5. Contracts for acquisitions of major items of plant, equipment and vehicles, including Hire Purchase / Chattel Mortgage or Lease Documents.**

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**6. Taxable Payments Annual Report for payments made to each contractor for:**

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- Building and Construction Services
- Cleaning Services
- Courier Services
- IT Services
- Security Services

**7. Details of Investments bought or sold during the year, e.g. Shares, Managed Funds**

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**8. Wages Records to include PAYG Annual Summary and copies of all PAYG Summaries issued to employees (not required if on STP).**

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N/A

**9.** WorkCover Declaration and Certificate Return.

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**10.** Review 2022 Depreciation Schedule and highlight items that are obsolete.

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**11.** Closing stock figure as per your stock take as at 30th June 2023

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**12.** Details of your Trade and Non-Trade Creditors as at 30th June 2023, not required if maintained by a computerised system. If computerised, ensure is reconciled.

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**13.** Details of your Trade and Non-Trade Debtors as at 30th June 2023, not required if maintained by a computerised system. If computerised, ensure is reconciled.

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**14.** Fringe Benefits – Motor Vehicle Declaration.

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**15.** Dividend Notices relating to Dividend Income received during the year.

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**16.** Statement of Distributions cash account and tax statement, relating to Income from Managed Fund.

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**17.** Rental Income annual statement and details of expenses including interest to bank.

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**18.** Contracts of Purchase / Sale of properties and Statement of Adjustments.

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**19.** Term Deposits / Commercial Bill Statements.

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**20.** Any other information suitable in assisting with preparation of return.

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**21.** Items relating to Personal Returns - See 2023 Individual Checklist on our website

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## Questions?

Please do not hesitate to contact us with any queries you may have.

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