

Sole Trader Income Tax Return Checklist

General Information

- Bank Statements indicating the nature of each deposit
- Reconciled MYOB / Quicken data file as at 30 June

If not using MYOB / Quicken, provide the following:

- Reconciled cash work-book including drawings taken before banking

Employees

- Copies of PAYG Payment Summaries issued for the income year
- Details regarding superannuation contributions paid for employees

Government Industry Payments

- Details regarding any Government industry payments / registrations.

Stock on hand / Work in Progress

- Value of closing stock on hand at 30 June
- Value of work in progress at 30 June

Motor Vehicle

- Details regarding all motor vehicle related expenditure (i.e.: fuel / registration / insurance / repairs)
- Logbook(s)
- Total kilometres travelled (Including business kilometres)
- Copy of any Hire Purchase / Leasing documents

Plant and Equipment

- Details regarding all assets acquired (Description of asset / date acquired / purchase price)
- Details regarding all assets sold (Description of asset / date sold / sale price)

New Clients

- Prior Year's Income Tax Return and work papers
- Prior Year Accountancy Fees