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**2020-2021 Tax Return Checklist**  
**Businesses, Company's, Trust's, Partnerships & Sole Traders**

For year ended 30th June 2021

**IMPORTANT NOTE - WORKFLOW MANAGEMENT**

The lodgement due date of your tax return is between 31st October 2021 and 15th May 2022 (depending on your circumstances). Is your tax required urgently? If yes, please contact your Client Manager. (Express fees may apply)

Please choose a Chan & Naylor Office\*

We shall endeavour to ensure that the tax return is lodged with the ATO by the due date, provided ALL relevant information and documentation is received no later than 2 months before the due date.

This will allow us sufficient time for preparing and lodging the tax return.

If the relevant information and documentation is not received by the due date, we may not be able to guarantee that the tax return will be lodged on time.

**Entity Name**

**Director &/or Partner(s)**

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**Street Address\***

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**Suburb\***

**State/Territory\***

**Zip/Postal Code\***

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**Preferred Phone Number\***

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**Preferred Email Address\***

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**Business Activity**

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# **INCOME & EXPENSES**

## ***1. Income & Expenses***

- If you maintain your own cloud based accounting software, please contact your client manager to go through the steps to enable appropriate Chan & Naylor access.
- If you maintain your own desktop based accounting software please submit a copy of the file via usb or via email to your relevant client manager.
- If you do not maintain cloud or desktop based accounting software, please forward the following documents to us, if applicable:
  1. cashbook;
  2. bank statement;
  3. cheque butts;
  4. deposit slips;
  5. expenses summaries/invoices;
  6. copies of buy/sell contracts of listed shares, if applicable;
  7. copies of the quarterly PAYG Instalment returns;
  8. summary of employers' contributions to members, if available;

N.B. Should the company be registered for Payroll Tax? Are there any likely Payroll Tax Grouping issues?

## ***2. Distribution from other company, partnership or trust***

Do you receive distribution from another entity?\*

Yes  No

If you received distribution from another entity, please provide a copy of the tax return or distribution statement.

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If you have invested in units of a private unit trust, please provide the market value of the units as at 30th June 2021. If you have any problem on this issue, please feel free to give us a call.

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If you received a distribution from public unit trust, please provide a copy of the annual distribution summary and end of year portfolio statement.

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### 3. Rent

Do you receive rental income?\*

Yes  No

Provide copies of the monthly rental statements or a copy of the annual summary, if available, of all investment properties.

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Supply settlement sheets and purchase documents if you acquired property after 1st July 2020.

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Provide the market value of each rental property as of 30th June 2021. If you have any problem on this issue, please feel free to give us a call.

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Indicate if there's any joint venture arrangement underlying any properties. If so, your client manager will advise what info to provide.

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### 4. Interest

Name of Bank	Account Number	Total Interest Received (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 5. Dividends

Please provide copies of all dividend statements including those that take part in dividend reinvestment plan. If you have problems finding all these statements, please feel free to contact us.

**Name of Shares (please indicate if the shares take part in DRP)**

Unfranked Dividend	Franked Dividend	Imputation Credit
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 6. Capital Gain

Capital Gain: Did you sell any assets such as share investments or property in the 2021 financial year. i.e. from 1st July 2020 to 30th June 2021?

Yes  No

## 7. Any other Income

(Details of all receipts during the financial year, e.g. gross payments subject to foreign resident withholding etc. which do not fit into any of the above categories.)

## 8. Loans

Are your loans looked after via a broker or directly through a bank manager?

Broker  Bank Manager

## **BUSINESS INCOME & EXPENSES**

### 1. Motor Vehicle

Was there any motor vehicles owned by the business or did you use your own car for business purposes through the year?

Yes  No

If yes, please provide one of the following:

#### **Log Book Method - Business % use**

Please provide details of all expenses you incurred over the financial year including repairs/maintenance, registration/insurance, fuel (can be estimated) etc.

If the car was newly acquired during 2020/2021 please also provide car purchase invoice.

If you have a loan for the vehicle, please provide details of the interest you paid over the year and the cost of the car. If you have a hire purchase, please provide a copy of the purchase invoice and car finance contract.

If you had a lease for your vehicle, please provide figures of your lease payments.

Kilometres Method:

If you have not kept a log book but used your car for business, let us know how many kilometres you have traveled for business in 2021. The maximum the tax office allows you to claim using this method is 5000 kilometres.

**2. Tax Loss**

**Did the entity/business have a loss to be brought forward from prior year?**

Yes  No

**3. Superannuation**

**Has the entity/business made any contributions to a superannuation fund?**

Yes  No

**If yes, please provide the names of the funds and the amount of contributions made for each beneficiary/employee/partner.**

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**4. Capital/Purchases**

If the Company purchased any capital assets during the year, please provide an itemised list with date of purchase, description of the item purchased and the purchase cost (including shipping and installation) \*New small business capital purchase rules may apply.

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**5. Other Deductions**

Show only expenses not listed at any other item. Any other information which you would like us to be aware of:

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## 6. Distribution to stakeholders

Please provide a list of payments made to shareholders.

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## 7. Small Business Entities(SBEs)

If you carry on a business and your annual turnover is less than \$50 million, you will be eligible to be treated as SBE. The benefits of being a SBE taxpayer are, among other things:

- Either cash/accrual accounting method available
- simplified trading stock rules where businesses only need to conduct stocktakes and account for changes in the value of trading stock in limited circumstances, and
- simplified depreciation rules where most depreciating assets costing less than \$30,000 each are written off immediately. Most other depreciating assets are pooled and deducted at a rate of either 15% for the first year of acquisition or 30% for each year after the first year.

\*Please call your Client Manager who can answer any query you may have **on this matter.**

Please note that you are required to forward all the above documents to us for preparing your financial statements and tax return. The above list of documents, while being quite comprehensive, is not meant to be exhaustive. If you are not certain whether additional information/documents are required or some of the documents are missing, please feel free to give us a call.

How did you hear about Chan & Naylor?

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## TAXPAYER'S DECLARATION\*

I declare that all the information I have given is true and correct.

Your signature\*

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