O'Brien Bousamra & Co Pty Ltd

Business Tax Return Checklist Year: _____

Full name:			Trading Name:		
Business address:					
Email address:					
Description of Bus:			ABN / ACN:		
Telephone:	Business:			Mobile:	
Activity:	Primary Production	☐	Non-Primary Production	☐	
Registered for GST?	Yes ☐ No ☐		Paperwork up to date?: Yes ☐ No ☐		
Comments:					

TO: O'Brien Bousamra & Co Pty Limited.
Please proceed with completion of tax work using the material I have attached, as indicated with a tick (☑) below:

..... ____ / ____ / _____

Signature Date

SALES	
☐	Invoices / Totals
EXPENSES	
☐	Purchases
☐	Contractor, subcontractor and commission expense
☐	Superannuation expense:
	☐ Previous Year June Quarter date paid: ____ /____ / _____
	☐ September Quarter date paid: ____ /____ / _____
	☐ December Quarter date paid: ____ /____ / _____
	☐ March Quarter date paid: ____ /____ / _____
	☐ June Quarter date paid: ____ /____ / _____
☐	Bad Debts
☐	Lease Expense
☐	Rent Expense
☐	Interest Expense – within Australia
☐	Interest Expense – outside Australia
☐	Repairs & Maintenance

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☐	Fines			
☐	Business Equipment / tools > $1,000 - please list. ($6,500 for tax year 2013 onwards)			
	☐		☐	
	☐		☐	
	☐		☐	
	☐		☐	
	☐		☐	
	☐		☐	
☐	Business Equipment / tools < $1,000. ($6,500 for tax year 2013 onwards)			
	☐	Total: $		

OTHER ITEMS	
☐	Bank Statements
☐	BAS returns lodged
☐	Correspondence from ATO
☐	PAYG statements
☐	Wages / salaries paid including copy of PAYG Payment Summary.
☐	Copy of Accounting data files (i.e. MYOB, Quickbooks, Excel etc)
☐	
☐	
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☐	
☐	
☐	

.....

Name

.... ____ / ____ / _____

Tax Year Signature Date

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MOTOR VEHICLE - If the MV is leased and the lease is not through OBB, please provide a copy of the lease									
Description:									
Make:			Model:			Rego. No.:			
Cost:				Date of Purchase:					
Odometer:	Start:				End:				
Engine Type:	☐ Ordinary ☐ Rotary								
Engine Size:	☐ 1.6 Litres or less ☐ 1.601 Litres to 2.6 Litres ☐ 2.601 Litres and above								
Expenses:	Please provide summary of costs and receipts No need to fill in this section if you download and complete the spreadsheet from our website								
			$			$			$
	☐	Oil and Fuel		☐	Repairs		☐	Insurance	
	☐	Tyres and Batteries		☐	Services		☐	Registraton / 3rd Party	
	☐	Lease Payments		☐	Interest		☐	Roadside Assistance	
	☐	Cleaning		☐	Other (please itemise)		☐	Tolls / Parking	
Log book?	Yes ☐ No ☐ Business %: _____ Date of log book: _____ [Note new log book required for new vehicle or if log book over 5 years]								
	Business Kilometres travelled: _____								

COMPUTER EQUIPMENT – Newly purchased or not previously advised Please provide summary of costs and receipts No need to complete this section if information is in the spreadsheet available on our website. Please use the spreadsheet if you have multiple items.						
Description:						
Make:			Model:		Claimed in prev. years?	Yes ☐ No ☐ Business %: _____
Cost:				Date of Purchase:		
Expenses:						
	☐	Repairs				
	☐					
	☐					
	☐					

.....

Name

.... ____ / ____ / _____

Tax Year Signature Date

Thank you for completing this document. If you have any questions in relation to any of the checklist items, please call our office on (02) 9907 2733 or email at admin@obb.net.au. Checklists can be downloaded from our website www.obb.net.au.

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