

2025 Company, Trusts, Partnership, Sole trader (Business /Trading Entities) Checklist

(Tick each item that is applicable to your circumstances. For each item that is ticked, please supply details as specified)

- MYOB, Quickbooks, Xero, etc. backup file or provide online access** - Please send us your MYOB/Quickbooks/Xero/POS/Excel backup file so that we can access the information (password and username required).
- Summary of Income and Expenses** - Please send us a summary of all your income and expenses for the year.
- List of Unpresented Cheques as at year end** - Details of cheques written as of 30 June and not yet presented.
- List of new assets purchased** - Details of new assets purchased throughout the year. Please send us copies of contracts which you have entered i.e., hire purchase, chattel mortgage, mortgage etc. If applicable, please include date installed and ready for use.
- Debtors and Creditors** - Amounts invoiced before 30 June but not banked. Expenses incurred by you prior to 30 June 2025 but not yet paid.
- Closing stock value.**
- Credit card details** - Please provide credit card statements if used for business. Clearly mark on the statement which are business expenses.
- Payroll tax** – Copy of payroll tax annual reconciliation.
- Taxable payments annual report** – Details of contractor payments made during the year.
- Payroll summary including mandated superannuation contributions** – Single Touch Payroll Finalisation report.
- Copy of bank and loan statement(s)** - Please provide bank statements for all accounts with closing balance as of 30 June 2025.