

# 2019 Income Tax Return Checklist - Small Business

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- ☐ Stock on Hand at the 30th of June - \$\_\_\_\_\_
- ☐ Debtors & Creditors (if not Small Business Entity)
- ☐ Balanced Reconciled Cashbook or backup of your Computer program (preferably a memory stick)
- ☐ Copies of BAS Forms and Working Papers for completing each BAS
- ☐ Break up of Insurance Premiums and details of Insurance that is Funded
- ☐ Log Book or Travel Diary for Private Vehicles
- ☐ Details of asset sales & purchases including invoices
- ☐ Details of loans or leases including loan statements for the full financial year
- ☐ Details of New Loans or Leases including original loan contracts
- ☐ Any goods or cash taken for private use

## Personal Information

- ☐ Interest income from banks and building societies for both the business and personal accounts
- ☐ Dividend statements for dividends received or re-invested
- ☐ Dividend reinvestment statements for any shares sold
- ☐ All Payment Summaries
- ☐ Private Health Insurance and rebate entitlement statement

*"We count and so do you"*