

**1 JULY 2015
to
30 JUNE 2016
TAX YEAR**



DI GREGORIO

Business Tax Return Check List

- Gather together your information and complete as much of the following checklist as you can. We do not require original documents, copies are sufficient.

Once completed:

- Call us on (03) 9398 3122 to arrange an appointment.

or

- Email all information to us at admin@dgaccountants.com.au

or

- Mail the Tax Return Documentations and checklist into us.



Please list below any issues you wish to discuss during your appointment.

2016 Business Tax Return

Please complete or provide information on as many of the questions below as possible. If you are unsure, your questions will be addressed at the final consultation.

Business Name _____

Postal Address _____

Business Address _____

Telephone Home _____

Work _____

Mobile _____

Email _____

Electronic funds transfer details (if applicable).

BSB _____ Account Number _____

Account Name _____

Signature _____

Income/Expenses

Please Provide Details or Documents for the following items that apply to your business

- ☐ PAYG Payment Summaries
 - ☐ Allowances, earnings, tips, etc not on Summaries
 - ☐ Lump sum payment PAYG Payment Summaries
 - ☐ Superannuation/Employer termination Payments ETP Summaries
 - ☐ Australian Government Allowances PAYG Payment Summaries
 - ☐ Australian Government Pensions PAYG Payment Summaries
 - ☐ Other Pension/Annuities PAYG Payment Summaries and Letter
 - ☐ Interest (either statements or written down)
 - ☐ Dividend payments received 1/7/2015 to 30/6/2016
 - ☐ Managed Funds Distribution Statements
 - ☐ Partnership/Trust Income Statements
 - ☐ Business Income details of income and deductions
 - ☐ Net Capital Gains all Purchase and Sale documents
 - ☐ Foreign Income distribution statements
 - ☐ Rent Income and expenses documents
 - ☐ Bonuses from a life assurance or friendly Society policy statements
 - ☐ Any other income details
 - ☐ Car expenses (kilometers or log book and detailed expenses)
 - ☐ Travel expenses
- Any other information you may consider relevant?*

Bank Statements/Profit and Loss/Balance Sheet

- ☐ Accounting based program data files
 - ☐ Bank reconciliation
 - ☐ Details of income and expenses
 - ☐ BAS-IAS summaries
- Any other information you may consider relevant?*

OTHER SERVICES OFFERED

Self Managed Superannuation Funds

We provide a wide range of Self Managed Superannuation Funds Taxation Advice and assist with the following facets to help trustees adequately meet their responsibilities:

- Operating a Self Managed Superannuation Fund, including asset administration and management
- Preparation of all statutory documentation required
- Assistance with investment strategies and implementation
- External independent audits
- Formation and establishment

Other

- Insurance
- Loans
- Legal

Financial Planning

We have established a relationship with Money Coaches to provide you with a full and comprehensive Financial Planning Service.

Money Coaches have been providing Professional Financial Planning Advice and Solutions for over 35 years. They are certified Financial Planners who can provide you with advice in a range of Financial areas, whatever your current situation.

They are qualified to provide advice on:

Investments	Insurance
Superannuation	Centrelink
Income Streams	Aged Care
Estate Planning	Mortgage Solutions
Retirement Planning	Home Loans

*Tom Karatzas & Frank Grosso of Money Coaches are Authorised Representative(s) of AMP Financial Planning Pty Ltd, ABN 89 051 208 327, AFS Licence No. 232706.



DI GREGORIO

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