

## ANNUAL TAX CHECKLIST – Primary Producer/Business

Please use this checklist and include with your accounting records to ensure that all relevant information is provided to enable us to complete your tax work

Business Name: \_\_\_\_\_ TFN: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_ ABN: \_\_\_\_\_

Email Address: \_\_\_\_\_

### ESSENTIAL TRANSACTION INFORMATION

ATTACHED

#### Bank Statements

- Please provide your bank and /or credit card statements showing the closing balance at the 30th of June 2016

#### Computerised Records

- For those using accounting software, ensure all your bank accounts, credit cards and Loans have been reconciled to 30th June 2016, then backup your file/s to a USB, or contact our office for assistance

#### Manual Cashbooks

- Cashbook completed to the 30th of June 2016  
Note: Please identify each deposit and supply relevant tax invoices
- Bank statements and credit card statements for the full year

### WAGES INFORMATION

Copies of:

- All Payment Summaries (Group Certificates) issued
- Annual PAYG Summary Statement as sent to ATO
- WorkCover Reconciliation
- Payroll Tax (if applicable)

### MOTOR VEHICLE DETAILS

*NOTE: Motor Vehicle claims are now limited to the log book method or 5000km business use.*

#### Log Books

- Log books must be completed at least every 5 years or if there are any changes to your business circumstances, including purchase of new car and major changes in business usage

If you have not supplied us with a log book within the last few years, please attached your most current book

*Note: Log books can be purchased from any local newsagency*

#### To calculate business percentage fuel use

##### CAR 1

Make/Model: \_\_\_\_\_

Rego: \_\_\_\_\_

Main Driver: \_\_\_\_\_

Engine Capacity: \_\_\_\_\_

Opening + Closing Speedo: \_\_\_\_\_

##### CAR 2

Make/Model: \_\_\_\_\_

Rego: \_\_\_\_\_

Main Driver: \_\_\_\_\_

Engine Capacity: \_\_\_\_\_

Opening + Closing Speedo : \_\_\_\_\_

2015 - 2016

ANNUAL TAX CHECKLIST – Primary Producer Continued...

LIVESTOCK NUMBERS

	Sheep	Cattle	Other
<b>Opening Stock of 1<sup>st</sup> July 2015</b>			
<b>Add:</b> Purchases			
Natural increase			
<b>Less:</b> Sales			
Deaths			
Rations			
<b>Livestock on hand 30<sup>th</sup> of June 2016</b>			

OTHER INFORMATION

ATTACHED

Please provide the following:

• **Loans**

Please provide bank statements for the FULL financial year ending 30th June 2016 including bank loans - short and long term, commercial bills etc

• **Asset Purchases / Sales / Trade Ins**

Tax invoices and contracts on all capital expenditure. Eg:

- Assets: Invoice and documents showing purchase and trade in (if applicable)
- Land: Settlement statements showing purchase / sale of land
- Shares: Settlement statements for all share purchase / sales

• **Hire Purchases and Leases**

- Hire purchase contracts on all plant purchased during the year
- Lease documentation on all new leases

• **Dividend / Distribution Payments**

Dividend / Distribution statements showing imputation credits and taxable components

e.g Dividends: Telstra, BHP, AMP shares etc  
Distribution Statements: Westfield, Dexis

**NOTE:** Many of these companies issue an annual tax report

• **Cash Expenses**

Details of all business income and expenditure paid in cash or paid from / banked into your private accounts

• **Stock on Hand at 30<sup>th</sup> June 2016**

- Wool still on farm or in storage for sale
- Grain still on farm or stored (Do not Include grain kept for farm use)
- Other stock on hand  
(Written or Computer Generated)

NOTES:
