

Please visit our website at [www.accountancygroup.com.au](http://www.accountancygroup.com.au)  
for other checklists such as individual & business

<b>Entity Name:</b>	_____
<b>TFN:</b>	_____
<b>A.B.N.:</b>	_____
<b>Postal Address:</b>	_____ _____ _____
<b>Home/Bus Ph:</b>	_____
<b>Mobile Ph:</b>	_____
<b>Newsletter:</b>	Yes / No / Already Receiving _____

<b><u>INCOME/EXPENDITURE</u></b>	<b>Information Provided</b>	<b>Not Applicable</b>
Original Bank Statements (1/7/2009 to 30/6/2010)	<input type="checkbox"/>	<input type="checkbox"/>
Original Term Deposit Statements (1/7/2009 to 30/6/2010)	<input type="checkbox"/>	<input type="checkbox"/>
Details of Employer Contributions Received (1/7/2009 to 30/6/2010)	<input type="checkbox"/>	<input type="checkbox"/>
Details of Member Contributions Received (1/7/2009 to 30/6/2010)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any dividends received during the year (including all Dividend Statements)	<input type="checkbox"/>	<input type="checkbox"/>
Details of rent received during the year (Refer to Rental Property Summary Below)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any Share/Asset Sales (if applicable purchase & sale details are required)	<input type="checkbox"/>	<input type="checkbox"/>
Details of Managed Funds (Annual Tax Statement & Quarterly Statements are required)	<input type="checkbox"/>	<input type="checkbox"/>
Details of ATO Payments	<input type="checkbox"/>	<input type="checkbox"/>
Details of Rollover Statements (original rollovers from previous super funds)	<input type="checkbox"/>	<input type="checkbox"/>
Details of other payment recorded in the Bank Statements (1/7/2009 to 30/6/2010)	<input type="checkbox"/>	<input type="checkbox"/>
Other ( <i>please specify</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Other ( <i>please specify</i> )	<input type="checkbox"/>	<input type="checkbox"/>

<b><u>RENTAL PROPERTIES</u></b>	<b>Information Provided</b>	<b>Not Applicable</b>
For new property acquisitions (statements of adjustments & purchase contract is required)	<input type="checkbox"/>	<input type="checkbox"/>
Annual Rental Statement from Property Agent (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Expenses incurred (not on the Annual Rental Statement) such as rates, insurance, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Details of depreciable assets bought or disposed during the year	<input type="checkbox"/>	<input type="checkbox"/>
Valuation obtained (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Loan statements (if purchased property in a Bare Trust, if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Other ( <i>please specify</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Other ( <i>please specify</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Other ( <i>please specify</i> )	<input type="checkbox"/>	<input type="checkbox"/>

**If you have any doubt about any income or expenses please bring them with you**

**PLEASE NOTE:**

**Receipts need to be kept for a minimum of 5 years to meet the ATO's substantiation requirements**