

Please visit our website at www.accountancygroup.com.au
for other checklists such as individual & business

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

<u>INCOME/EXPENDITURE</u>	Information Provided	Not Applicable
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"/>

<u>RENTAL PROPERTIES</u>	Information Provided	Not Applicable
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